

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA WEDNESDAY, APRIL 1, 2015
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, OR 97058**

Public Comment: Individuals wishing to address the Commission on items not already listed on the Agenda may do so during the first half-hour and at other times throughout the meeting; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

Departments: Are encouraged to have their issue added to the Agenda in advance. When that is not possible the Commission will attempt to make time to fit you in during the first half-hour or between listed Agenda items.

NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900.

9:00 a.m.

CALL TO ORDER

Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board.

- Corrections or Additions to the Agenda
- Administrative Officer - Tyler Stone: Comments
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda) [Library Appointment](#), [Public Health Budget Committee Appointment](#), [Reliance Letter](#), [Staff Retirement Announcement](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 3.18.2015 BOCC Regular Session Minutes](#)
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9:30 a.m. [Budget Adjustments](#) - Monica Morris

9:40 a.m. [Wind Wave MOU](#) – Angie Brewer

9:50 a.m. [Boat House IGA](#) – Lane Magill

10:00 a.m. [Fee Schedule Ordinance](#) –Kathy White

10:15 a.m. [Transition Team Recommendations](#) – Judy Urness

BREAK

5:30 p.m. [Outdoor Mass Gathering Permit Application Public Hearing](#) – Angie Brewer
To be held at Tygh Valley Community Center, 57594 Tygh Valley Road, Tygh Valley, OR

**NEW / OLD BUSINESS
COMMISSION CALL / REPORTS
ADJOURN**

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
APRIL 1, 2015

PRESENT: Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
Scott Hege, Commission Chair
STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

Chair Hege opened the session at 9:00 a.m. with the pledge of allegiance. Ms. White asked that the following items be added to the Discussion List:

- Discovery Center Land Use Application
- MCEDD Board Vacancy
- May Board Session Scheduling

Mr. Stone asked to add Treasury work to the Discussion List.

Discussion List – Discovery Center Land Use Application

Bambi Foy, Raptor Education Coordinator for the Discovery Center, reported that their raptor program has been steadily growing: in the first year they had 3,000 visitors, in the second year they had 19,000 visitors and in the third year they had 25,000 visitors. She said they want to build a birds of prey zoological exhibit on the walking path. She explained that there is a small plot of land not being used and that would be the location for the exhibit which would house birds throughout the day for people to see; even those using the walking path for free would be able to view the raptor specimens. She noted that there will be no electricity or plumbing and it will not be

attached to any other structure. There will be netting and wooden slats to allow as much ventilation as possible, with Plexiglas where a barrier is needed. Since the County is the land-owner, County signatures are necessary for the Land Use Application.

*****The Board was in consensus to sign the Land Use Application for the Discovery Center's proposed zoological raptor exhibit.*****

Discussion List – Library Board of Directors Appointment

Ms. White explained that there had been a vacancy on the Library Board of Directors for some time. She stated that Carolyn Wood is the only applicant and has been recommended for approval by the Library Board of Directors.

{{{Commissioner Kramer moved to approve Order #15-019 appointing Carolyn Wood to the Wasco County Library Board of Directors. Commissioner Hege seconded the motion. The motion passed with aye votes from Commissioner Kramer and Chair Hege and a nay vote from Commissioner Runyon.}}}

Discussion List – Public Health Budget Committee Appointment

Commissioner Kramer stated that Angie Wilson has stepped forward to represent Wasco County on the North Central Public Health District Budget Committee. He explained that the Committee is made up of a commissioner/judge and a lay person from each participating county.

Commissioner Runyon said that Ms. Wilson has done financial work for the Port of The Dalles for a number of years and will be a good addition to the NCPHD Budget Committee.

{{{Commissioner Kramer moved to approve Order #15-023 appointing Angie Wilson to represent Wasco County on the North Central Public Health District Budget Committee. Commissioner Runyon seconded the motion which passed unanimously.}}}

Commissioner Kramer said he would like some direction from fellow Board members regarding funding for North Central Public Health District. He stated that he is looking at a 5-10% reduction while still maintaining services, saying there is always room for improvement.

Chair Hege said he finds it confusing to determine exactly what the rate of funding has been for this year. Mr. Stone said that some of the funding was conditioned on certain factors. Chair Hege said that he believes it was increased by \$30,000 from the prior year which put it in the neighborhood of \$348,000. He said that he is happy to support Commissioner Kramer's recommendation as he has a better understanding of the situation.

Commissioner Runyon said that he would like to sit down with Mr. Stone to learn more but would like for it to be in line with what is being asked of other departments as far as trimming their budgets.

Discussion List – Reliance Letter

Mr. Stone said that this letter is in regard to the environmental study at the old armory site. The company providing the data is requiring a reliance letter stipulating how we use the report since it is being done for the Oregon Military rather than Wasco County. He pointed out that the letter is in conflict with County process as once the report comes to the Board is it a public document. He reported that he has requested changes in the language and would like the authority to move forward if the requested changes are made and approved by County Counsel.

Chair Hege asked if this is for the front 1.5 acres; the proposal references 1.45 acres and then an additional .34 acres. Mr. Stone said that they are well aware that the study needs to cover the additional acreage the Armory used although it was not part of the original deed. Chair Hege asked that Mr. Stone follow-up with them and confirm.

*****The Board was in consensus to authorize Mr. Stone to sign the Golder and Associates reliance letter if the appropriate changes were made.*****

Discussion List – Staff Retirement

County Clerk Linda Brown said that she has submitted a letter indicating that she will retire on June 30, 2015. She explained that this will be a mid-term retirement; the Board will have to appoint someone to fill the non-partisan Clerk's position. She said that the only requirements are that the prospective Clerk be a resident for at least one year prior to appointment/election and must be at least 18. Chair Hege asked when the filing date would be for the next election. Ms. Brown replied that it would be in March of next year for a November, 2016 election. She said that someone else may interpret the law

differently in that there could be an argument that an appointee does not need to be a 1-year minimum resident; she noted that were they to appoint someone with less than 1-year residency, the appointment would be subject to challenge.

Mr. Stone said there will have to be discussion as to how to move forward. Commissioner Runyon stated that he does not think the public is aware of all that is done in the Clerk's Office; it will be sad to lose Linda.

Agenda Item – WindWave MOU

Planning Director Angie Brewer explained that this is an MOU to reimburse the County for Planning staff time in the review of WindWave's application for a 6.5 mile project that is complex in nature and meets the Fee Schedule standard for additional charges. She pointed out that the large-scale project is within the scenic area and will require review of resource surveys and has cultural resource concerns.

Commissioner Runyon observed that the flat fee covers a certain amount of hours after which there are additional fees. Ms. Brewer concurred adding that the typical application requires approximately 20 hours in staff time; this will take more. She said that in the past, the Planning Director has signed this type of MOU, but she would like that process clarified and will be back to the Board sometime in the future to identify a more detailed process.

Chair Hege stated that he has heard many frustrations because people do not understand that activity in the scenic area includes federal requirements with which the County must comply – the hurdles are not put in place by the County, but are federal requirements. Mr. Stone added that the Planning Department has gone the extra mile to work with WindWave to clear those hurdles. Chair Hege said that people need to be clear that the federal process is onerous and challenging. Ms. Brewer added that there are other procedures and requirements that the applicant will need to pursue on their own; there is BLM and Forest Service land included in this project – those agencies have their own requirements.

*****The Board was in consensus to approve the WindWave MOU.*****

Further discussion ensued regarding current activities in the Planning Department. Chair Hege asked about the periodic review of guiding Planning Department

documents. Ms. Brewer replied that they have had a couple of work sessions to look at support for the project and determine best options. She stated that next week they will look at timelines and staffing needs. She said they are seeking support from the State. Chair Hege asked that the Planning Commission come back with a progress report. Planning Commission Alternate Mike Davis said that they are close and will come back to the Board as soon as possible. Ms. Brewer added that the Planning Commission sees this as a high priority.

Consent Agenda – 3.18.2015 BOCC Regular Session Minutes

{{{Commissioner Kramer moved to approve the Consent Agenda as presented. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion Item – MCEDD Appointment

Ms. White reminded the Board that in January of this year the Board appointed Steve Lawrence to complete the term of Dan Spatz who had resigned his position as Cities Representative on the MCEDD Board. She said that at that time there was some discussion about reaching out to other municipalities in the County to put forward someone to fill that role. Ultimately, it was decided that since the resigned cities representative was from The Dalles, it would be more appropriate to have someone from The Dalles complete that term. She pointed out that the term will expire at the end of August and asked for direction regarding outreach to the other municipalities in Wasco County.

Commissioner Runyon noted that the City of The Dalles feels that someone from The Dalles should be on that Board because The Dalles is the only municipality in Wasco County paying MCEDD dues. He suggested that Chair Hege and/or Mr. Stone reach out to the City of The Dalles and have that discussion.

Agenda Item – Boathouse IGA

Chief Deputy Lane Magill reported that 25-30 years ago the County acquired a boat house for the Sheriff's patrol boat. That boat house was moved to the marina many years ago. He stated that the Sheriff has reduced the fleet to two smaller, more mobile boats that are trailered rather than docked; the Sheriff no longer has a need for the boat house. However, the Port has a use for it. The Sheriff's Department would only have need of the facility in an emergency; the Port has agreed to allow them use in case of an emergency.

Port of The Dalles Office and Marina Administrator Kathleen Norton said that this a garage for a boat and there is not a market for them right now; there are currently 14 boat houses for sale at the marina – at least 6 have been for sale for more than a year. Commissioner Runyon asked the value of what is for sale. Ms. Norton replied that it is anywhere from \$5,000 to \$30,000.

Chief Deputy Magill added that County Counsel has reviewed the IGA and added language for liability and termination. He pointed out that this is no cost to the County.

Commissioner Runyon stated that it sounds like a good solution with flexibility built in. He asked if both parties will retain keys. Chief Deputy Magill replied affirmatively. Ms. Norton said that they will keep their boat and video surveillance equipment in the boat house and remove it if the Sheriff needs to use the facility. She added that they will move the boat house to the front of the marina and will be making some improvements to it.

Chair Hege asked if we currently pay moorage. Chief Deputy Magill replied that the State pays moorage but that the County might be able to retain that money for other marine use.

{{{Commissioner Runyon moved to approve the Intergovernmental Agreement between Port of The Dalles and Wasco County regarding the Disposition of the Sheriff's Boathouse. Commissioner Kramer seconded the motion which passed unanimously.}}}

Chair Hege called a recess at 10:00 a.m.

The Session reconvened at 10:04 a.m.

Agenda Item – Fee Schedule Ordinance

Ms. White explained that in years past the County has held public hearings to amend the Fee Schedule Ordinance. She stated that the passage of an ordinance does not require public hearings; just a first and second reading at two regular sessions at least 13 days apart. She asked if the Board had a preference toward holding a public hearing; if so, she could schedule the second reading to occur at a public hearing.

Ms. White went on to explain that there were only two requested changes this year: 1) The removal of a sentence in the Assessor's fees – Section (H)(2) as they will no longer be applying this fee if a disqualification is made and 2) an addition to the schedule for the collection of legal fees with a stipulation for notice before doing any requested work that will include legal fees.

Chair Hege asked how the legal fees relate to the proposed Records Request Policy. Mr. Stone replied that the Records Request Policy does include provisions for legal fees, but the language in the Fee Schedule Ordinance will have a broader reach to include such things as land use applications requiring legal work.

Commissioner Kramer read the title of Ordinance #15-001 into the record.

*****The Board was in consensus to have a public hearing for the second reading of the Ordinance #15-001 Amending the Wasco County Fee Schedule.*****

Discussion Item – May Session Scheduling

Ms. White reported that Teri Thalhoffer, Executive Director of the North Central Public Health District, has requested an evening meeting so that NCPHD Chair Mike Smith can attend for the NCPHD Quarterly Report presentation.

*****The Board was in consensus for Ms. White to work with NCPHD to identify a regular session that could be scheduled for the afternoon to accommodate NCPHD Board Chair Smith.*****

Discussion List - Treasury

Mr. Stone noted that at the last session the Board received a recommendation from the auditors to bring someone in to get the treasury work caught up. He said he has been looking for someone to do that work and has accessed a network of retired people who have done government accounting – many of whom are either not interested or not available for several weeks. He said he has identified someone who is available now; he reported that he met with her this morning. She will be bringing a contract for services to the County; Mr. Stone said that if the contract looks good he would like the authority to move forward.

Commissioner Runyon stated that he believes the Board has given direction similar to

what is being requested; it is important to get the backlog cleared.

Chair Hege asked if Mr. Stone has a cost estimate. Mr. Stone replied that he will not know until he sees the contract but that his main concern is getting the work done – it must be done by the end of this fiscal year. That said, he assured the Board he would be cost conscious.

*****The Board was in consensus to give Mr. Stone the authority to move forward in contracting someone to clear up the backlog of treasury work with the stipulation that he keep the Board informed as to the terms of the contract and progress of the work.*****

Agenda Item – Transition Team Recommendations

Finance Director Monica Morris reminded the Board that they had assigned tasks following the Transition Team presentation at the previous Board Session. She reported that those tasks have been completed with a review and input from Attorney Adam Collier from Bullard Law. She said that the revised recommendation addresses everyone's concern and provided the Board with a document outlining the changes (attached). She stated that she had asked for a cap on the length of time employees have to use their banks but the majority of employees did not support the cap. In addition, although the County can freeze the cash-out value of the banks at today's rates of pay, if the County offers a cash out now – all employees owning a vacation bank will be taxed on the value of those banks whether or not they choose to cash out their bank. Therefore, the decision has been made to not make that offer. The final recommendation is that employees with vacation banks use them as vacation they will be paid that vacation time at whatever their rate of pay is at the time of use; if they hold the banks and cash them out at retirement or termination they will be cashed out at today's value.

Chair Hege asked Ms. Morris how she would track that. Ms. Morris replied that she will have to move it to a separate "bank" in the budget and track it.

Transition Team Chair Judy Urness asked about not freezing the wage for the vacation bank cash out since we cannot offer the cash out options. She noted that there were some employees transitioned from accrued to awarded many years ago; their banks were not frozen in value for cash out purposes.

Ms. Morris said she had sent the question to the attorney regarding the previously transitioned employees. She reported that he would not offer an opinion until he could review the records of that time to discover what the intention had been.

Chair Hege said that he believes the County should be consistent but is not in favor of a growing liability for the County. Ms. Morris observed that history shows that people are using the vacation banks as a savings account that they intend to cash out when they retire. She pointed out that just because something was done in 1998 doesn't mean it was the right thing to do then or now.

Chair Hege said he would like to have more information. Ms. Morris noted that the previously transitioned employees were not union employees. She said that as she understands it the non-represented employees went from accrued to awarded vacation in 1998.

Further discussion ensued regarding the differences between the past situation and today's group. County Surveyor Dan Boldt who was part of the previously transitioned group stated that as he recalls there was no distinction made between current and future values of the banks but the employees were encouraged to use their banks – most did not.

Commissioner Kramer suggested that the Board move forward on these recommendations and look at the other group as a separate issue. The Board asked that Ms. White research for anything available regarding the transition of the 1998 group from accrued to awarded vacation.

{{{Chair Hege moved to accept and approve the recommendations of the Transition Team as contained in the documents (attached) provided by Finance Director Morris. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Budget Adjustments

Ms. Morris stated that the adjustment for Facilities is a small one but demonstrates that the managers have been very real with their budgeting as requested. The funds being requested from Contingency are for unexpected expenses: a fence that was hit and

damaged at the Annex site and a failed sewer line at the Annex site.

Chair Hege asked if the status of the budget is so tight as to require these small adjustments. Ms. Morris replied that she had asked Facilities Manager Fred Davis if his budget could absorb the smaller of the two items but he felt he could not.

Mr. Davis added that there are other projects planned for ongoing maintenance that will have some unexpected costs he will need to absorb. He said that they had tried to find the person responsible for the fence collision but had been unable to do so. He said that if there are any future incidents he will approach adjacent landowners to share the cost; he did not this time as the landowner had put in the fence at their own cost.

Commissioner Kramer moved to approve Order 15-022 in the matter of transferring \$4,370 from contingency to materials and services in General Fund. Commissioner Runyon seconded the motion which passed unanimously.}}

Ms. Morris explained that 9-1-1 has had an unusual situation in which three employees were out on FMLA long-term which required the manager to fill-in that time with overtime. She stated that the employees bank some of those hours for flex time, they have caps on those banks which cause them to have to cash-out at a certain point. She said that the full staff is back on board, but the 9-1-1 overtime budget has been exhausted.

Chair Hege asked how the other entities paying into 9-1-1 are contributing to make up the overtime. Ms. Morris replied that it is being paid out of a fund to which all participating entities contribute.

Commissioner Runyon moved to approve Order 15-021 transferring \$12,000 from Contingency to Personnel Services in 911 Communications Fund. Commissioner Kramer seconded the motion which passed unanimously.}}

Commission Call

Commissioner Kramer reported that Forest Collaborative meetings have been set through the end of this fiscal year; ODF has committed to \$5,000 to contract a facilitator which will be Bill Noonan. The April 22nd meeting will be project selection; the May 4th meeting will be a site visit and the May 27th meeting will be to move forward developing the objectives of the project which the Forest Service hopes will be

the Rocky Burn project; information is available on the ODF website.

Discussion ensued around the logistics of Senator Merkley's visit to the area on April 6, 2015.

Commissioner Runyon reported that Hood River County came forward at the NORCOR meeting to suggest looking at charging the larger cities for beds they use at NORCOR. He stated that it was temporarily tabled while NORCOR Director Jim Weed meets with the two cities. He observed that there are two other counties that already have agreements with their major cities for jail beds; it is working well in Josephine County. He said it will be an ongoing discussion.

At 11:00 a.m. Chair Hege recessed the meeting until the 5:30 p.m. public hearing being held in Tygh Valley.

Outdoor Mass Gathering Permit Application Public Hearing

Chair Hege reconvened the session at 5:32 p.m. and opened a public hearing to take testimony regarding the Outdoor Mass Gathering Permit Application submitted for the SOAK 15 arts and camping event to take place in Tygh Valley from May 21-25, 2015. He explained that the staff would present a report followed by input from the organizers. The next step would be questions from the Board followed by testimony. After public testimony, the hearing would be closed and the Board would enter into deliberations.

Ms. Brewer reviewed her presentation and staff report included in the Board Packet. She explained that the event is set to take place in White River Canyon on the Justesen Ranch. The State has requirements for events with 3,000 or more attendees lasting more than 24 hours but less than 120 hours. Although the application is for an event with less than 3,000 attendees, the County has expanded rules for resource land and some of the proposed site includes resource land; therefore, the County is reviewing it based on the State standards. She pointed out that this is not a land use decision – all structures are temporary. They have noticed the Sheriff's Department, Fire Marshall, Health Department and other agencies who might be involved in public safety. She reported that they exceeded notification requirements by mailing notice to neighbors. The Hearing has been published on the Planning website and noticed in the paper twice. She stated that partner agencies have provided a great deal of assistance

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throughout the process. She added that there are specific requirements for the permit; if the applicant is able to demonstrate compliance with those requirements the County is compelled to issue the permit.

Ms. Brewer stated that there is a well on-site that will require further work; if it is not able to meet the requirements, the organizers will have to transport water to the site and have demonstrated their ability to do so through a contract with Bishops. There will not be any food vendors on-site and the organizers are encouraging participants to shop locally to meet their needs. They will have some food available in case of an emergency. They have engaged Cracker Jack First Responders to provide round the clock Emergency Medical Services and Advanced Life Support. There is a landing area nearby should a medivac be necessary. They plan to meet with local volunteer EMS providers who have expressed a level of comfort as long as they can meet with the organizers and have a site visit prior to the event. Rangers will also be on hand. All of these plans will be submitted in writing as a condition of the permit. In addition there will be a certified security officer in place at all times with one primary point of contact designated in the event of an emergency.

Ms. Brewer reported that a traffic control plan has been submitted; planning has asked that the site plan be revised. There is BLM property that zig zags over the river; BLM has asked for temporary fencing to discourage encroachment on BLM land. There will be three BLM site visits: one before the event to ensure that the fencing is in place, one during the event to confirm no breach of the fence line and one after to mitigate impacts. Burning will be in an open, irrigated area. Ms. Brewer stated that the Planning Department is comfortable with moving forward.

Commissioner Runyon asked when the pre-application meeting took place. Ms. Brewer replied that it was held in November and was posted by the previous Planning Director. She said at that time they moved their planned event date from July to May to mitigate fire risk. She said that most of the application was submitted in December with additional pieces coming in throughout the last few months.

Chair Hege asked if any Board member wished to disqualify themselves for any personal or financial interest in this matter. There were none.

Chair Hege asked if any member of the audience wished to challenge the right of any

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Board member to hear this matter. There were none.

Chair Hege asked if there is any member of the audience who wished to question the jurisdiction of this body to act on behalf of Wasco County in this matter. There were none.

A SOAK 15 representative said that they are open to working with the departments/agencies and want to have a safe and secure event without bothering the local citizenry; she said they are happy to answer questions.

Chair Hege opened the hearing to public testimony asking that people limit their comments to 3-5 minutes each.

Frank Kay, Mayor of Maupin, said that the new money events like this one bring into the community are good for the local economy. He stated that as long as this is managed responsibly, he would encourage the Board to approve the permit.

Mike Davis, Tygh Valley resident and member of the South Wasco Alliance, reported that this was brought up at the SWA last week and they contacted many people to encourage them to attend the hearing. He said he also made many calls to get feedback from the community. He reported that the concerns he heard are 1) embers transported by wind, 2) noise, 3) drugs, 4) insurance coverage and 5) contributions to the community.

John Mc Elheran stated that he lives on Juniper Flat about a mile from the site. He said that the last event at the Justesen's had music going until 4:00 a.m., it was so loud that even with the doors and windows shut and a pillow over his head, he could not sleep. He said that it severely impacts local residents as the canyon acts as a megaphone. He said he would appreciate reduced decibels and limited hours. He noted that people move to this area because it is quiet. He added that May may not be early enough to avoid the fire risk as there has not been adequate rainfall this year. He asked that they keep the local residents in mind when holding the event.

Xandra Green, a SOAK organizer, stated that it is not a music festival – there will be no live bands, stages or large speakers. They have small camps with PA systems and there is someone designated to monitor decibels. She added that her organization

would be happy to publish direct contact phone numbers for local residents to call if the music is too loud. She added that if the fire department issues a burn ban, they will not burn. She stated that they may even have to ban smoking, adding that they do not want a fire – they want to be safe.

Ms. Green said that as far as contributions to the local community, they are doing a fund raiser this Saturday for the fires department and will have on site ice sales where they will invite them to pass the boot for donations. In addition, attendees will be shopping in The Dalles and local Tygh Valley/Maupin markets as well as eating in local restaurants.

Steve Ellis or Tygh Valley said they might consider a free ticket to the event for local residents so they can see what it is all about.

Ann Dhone of Tygh Valley said that last year she had issues with people using their driveway for parking but it had been quickly addressed. She asked what would be burned and how often. Melissa Casburn, SOAK Organizer, said that they are scheduled events for two main sculptures – one is burned on Saturday night and the other on Sunday. She said they are very careful about the materials being used, the area is soaked and on this site they are only 20 feet from a water spigot. She said that in 11 years they have never had anything get out of hand. Tzarn Vierck, SOAK Organizer, added that if the winds are too strong, they will cancel the burn – each burn lasts 1-2 hours.

Debbie Hager, Tygh Valley resident and shop owner, said that people come through town and if it is routed properly it will have less impact on local residents. She said that any event faces challenges but believes that the economic influx will be good for the community.

Fire Chief Gary Duree asked if Cracker Jack will be following local protocols. Cracker Jack representative Craig McClure said he would be happy to work with Chief Duree. Chief Duree said he would not allow Cracker Jack personnel on his ambulance. Mr. McClure said it was an offer rather than a request. Chief Duree said that SOAK will not be their priority and he would like to limit the size of the sculpture with a notice at least 30 minutes prior to any burn. He stated that if there is any wind, they will not be allowed to burn. He added that local EMS cannot do this for nothing – they put a lot

of time and money in this and need to be compensated.

Mr. Davis said he thinks there needs to be a little more community outreach to define things that satisfy the fire department. He said that Pine Hollow and Juniper Flat will follow Tygh Valley's lead. He said that something needs to be in writing so that everyone clearly understands the expectations. He said that the more dialog there is, the less fear there will be and the more likely the organizers will be welcomed back into the community in the future.

Ms. Hager asked in what areas SOAK has operated in previously and if there had been fires at those sites.

Ms. Green replied that they were at Tidewater Falls and The Miller Brother Ranch near Salem. She said that every year they have had a 10-20 foot tall sculpture burn with no issues. She said they are very concerned about safety. She noted that statues with wider bases are shorter and it is an all-wood burn.

Ms. Dhone noted that this is a community center at which most Tygh Valley residents congregate on Thursday's for lunch. She suggested that SOAK representatives would find that to be a good opportunity to meet with people.

Ms. Green said that they would talk about that and added that anyone can reach them by emailing Portland@burningman.com.

Basil Beeler, Pine Hollow Fire Department, asked how many people they expect and how many campsites would be available. He asked if ODF and BLM had been notified. He pointed out that Maupin has a large event on that weekend and there are two other planned events that will stretch fire and medical response resources. Mayor Kay announced that the Maupin event has already been moved to the weekend before. Mr. Beeler said he wishes his organization had known sooner but he hopes it is a good event.

Ms. Brewer said that while the conversation began in November, she understands that not everyone reads the notices in the paper. She said that the requirements were met and exceeded for noticing; the job of the Planning Department is to facilitate the conversation. She stated that they want something in writing from the local fire

departments to make sure everyone is in agreement to be as preventative as possible. She added that she was not aware of the multiple events and she is glad to have that information be part of the conversation. She said that she is happy to do more work on the traffic issue. Ms. Green said that they do get excessive insurance; a lot of the concerns being expressed today have been addressed through the application process.

Fred Justesen said he is as concerned as anyone about fire. He said it is a great venue and this is a good process for everyone to learn what is happening. He said he appreciates all the comments and pointed out that the economic impact study done for WTF, Riverfest and Cycle Oregon demonstrated that it brought a million dollars into the County.

Chief Deputy Magill said they have learned a lot over the last few years. He noted that this is the first event in this area run by SOAK and they will have to prove themselves to the community. He said they will have 9 deputies, 2-3 Rangers on the river and 5 OSP officers with the ability to bring in 20-60 more if there is a major incident. He said he wants the community to know that the Sheriff's Department takes this very seriously. He stated that they will beef up DUI and narcotics interdiction and will monitor trespassing. He said he has worked with SOAK over the last 3-4 months and has a good relationship with them but the Sheriff's job is to protect the citizens.

Chair Hege asked Chief Deputy Magill to go into more detail regarding drugs. Chief Deputy Magill replied that they will not be entering the private property during the event unless there is a call. However, they will go in prior to the event to make sure the criteria have been met. Any criminal activity they are called to will be investigated like anything else. Offsite there will be narcotics interdiction – there will be 2 drug dogs and deputies will be making stops. Ms. Green added that there will be gate staff that will search vehicles for contraband. Chief Deputy Magill added that the focus will be safety – on the road, for the attendees and for the neighbors. He stated that SOAK has done a great job of communicating with the Sheriff's Office and worked to meet and exceed requirements.

Merle Hlavka, Pine Hollow, noted that the increased manpower will be costly to the County. Chief Deputy Magill said that is not an increased cost unless there is a major incident; what he has described is an operational focus rather than an increase in manpower.

Sam Cobb, Tygh Valley diner owner, said that any concerns he may have had have been addressed. He said that Molly B's Diner welcomes them.

Chair Hege closed the hearing at 6:52 p.m.

Commissioner Kramer asked how many people in the SOAK organization would be designated for fire safety. Ms. Casburn replied that they have a fire safety lead who is trying to put together a 20 member staff for the burns.

Commissioner Kramer asked the Cracker Jack representative, Mr. McClure, why they do not have their own transport vehicles. Mr. McClure responded that it allows them to lower costs for the event planners while taking the stress load off of local EMS. He said that at the events they work they see 4-6% of the attendees mostly for simple things. He said that in his experience for an event like this one, his crew may call local EMS twice during the course of the event. He said his crew can treat, hold, evaluate and escalate.

Commissioner Kramer asked if AMR had been contacted for ambulance service. Ms. Green replied that it is something they will look at but right now the cost of an on-site ambulance is greater than their entire event budget.

Commissioner Kramer asked if there is a cut-off time for noise. Ms. Green said that their events are quieter at night and their participants expect that. She stated that at midnight they get quieter adding that they do not have stadium sound systems and they do have someone to monitor sound levels.

Commissioner Runyon noted that there are not live bands. He said he wants to see how the event goes this year before adding any more restrictions. Ms. Green said that they require that camps turn their speakers inward and they address any complaints they receive. Commissioner Runyon said that this seems to be a very different kind of event than What the Festival; he said he want to make sure the organizers meet with local fire districts to work out details for fire prevention.

Chair Hege agreed, saying that coordination will be key. He said there needs to be a way for immediate contact if there are noise issues.

Commissioner Runyon asked how the organizers would feel about a midnight shut-down. Ms. Green said they could work with that but would like to see how the event goes; she does not expect noise to be an issue. Amanda Justesen said she has been to WTF where the sound is amplified; she said that is not the case with SOAK – the music is more confined.

Commissioner Runyon said that the Board will be watching; we want good events to be here and return so they try to work with all the stakeholders.

}}}Commissioner Kramer moved to approve the proposed Outdoor Mass Gathering regarding the planning case number PLAOMG-14-12-003, in light of the applicable criteria and findings presented in the staff reports to the Board dated March 23, 2015. Commissioner Runyon seconded the motion which passed unanimously.}}}

Chair Hege adjourned the meeting at 7:06 p.m.

Motions Passed

- **To approve Order #15-019 appointing Carolyn Wood to the Wasco County Library Board of Directors. Commissioner Hege seconded the motion. The motion passed with aye votes from Commissioner Kramer and Chair Hege and a nay vote from Commissioner Runyon.**
- **To approve Order #15-023 appointing Angie Wilson to represent Wasco County on the North Central Public Health District Budget Committee.**
- **To approve the Consent Agenda as presented – 3.18.2015 Regular Session Minutes.**
- **To approve the Intergovernmental Agreement between Port of The Dalles and Wasco County regarding the Disposition of the Sheriff's Boathouse.**
- **To accept and approve the recommendations of the Transition Team as contained in the documents (attached) provided by Finance Director Morris.**
- **To approve Order 15-022 in the matter of transferring \$4,370 from contingency to materials and services in General Fund.**
- **To approve Order 15-021 transferring \$12,000 from Contingency to Personnel Services in 911 Communications Fund.**

- To approve the proposed Outdoor Mass Gathering regarding the planning case number PLAOMG-14-12-003, in light of the applicable criteria and findings presented in the staff reports to the Board dated March 23, 2015.

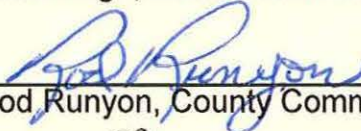
Consensus

- To sign the Land Use Application for the Discovery Center's proposed zoological raptor exhibit.
- To authorize Mr. Stone to sign the Golder and Associates reliance letter if the appropriate changes were made.
- To approve the WindWave MOU.
- For Ms. White to work with NCPHD to identify a regular session that could be scheduled for the afternoon to accommodate NCPHD Board Chair Smith.
- To give Mr. Stone the authority to move forward in contracting someone to clear up the backlog of treasury work with the stipulation that he keep the Board informed as to the terms of the contract and progress of the work.

WASCO COUNTY BOARD
OF COMMISSIONERS



Scott Hege, Commission Chair



Rod Runyon, County Commissioner



Steve Kramer, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
APRIL 1, 2015**

DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. [Library Appointment](#)
2. [Public Health Budget Committee Appointment](#)
3. [Reliance Letter](#)
4. [Staff Retirement Announcement](#)

Discussion Item
Library Apppointment

- [Carolyn Wood Application](#)
- [Library Board of Directors Minutes](#)
- [Order #15-019 Appointing Carolyn Wood to the
Library Service District Board of Directors](#)

APPLICATION FOR APPOINTMENT TO
WASCO COUNTY LIBRARY SERVICE DISTRICT BOARD OF DIRECTORS

Name Carolyn Wood P
(First) (Last) (M.I.)

Address [REDACTED]

Telephone No [REDACTED]

Email Address [REDACTED]

How long in County? All my life

What is the highest level of education you have attained? 16 yrs. BA from Marylhurst College.

Current Employer Retired from Hudson Insurance Agency, Inc.

Address 101 E. 3rd St. The Dalles. business sold in 2008

Telephone Number _____

Briefly describe your job duties
Co owner and licensed agent. I managed the financial side of the business for 40 years.

Briefly describe your employment history: Other than part time jobs during high school & college. I was the financial manager for our business which grew to 5 offices & 25 employees at its largest.

State your reasons for applying for appointment to the position: I have a high regard & value the importance of libraries as an important resource to the people of Wasco Co. I enjoy being a part of volunteer boards.

Why do you believe you are qualified for appointment to the position? My experience of 25 years on the CDECC board, 12 years on City Council and other community volunteer work gives me a broad & varied experience to serve in this position.

What do you feel are the major concerns today facing the Library Service District?

The immediate issue is getting the addition constructed, supporting the vision of the Director and continuing to enhance the services with adequate funding.

Days available: Mon Tues Wed Thurs Fri

Evenings available: Mon Tues Wed Thurs Fri

Carolyn Wood
(Signature)

2-6-2015
(Date)

Wasco County Library Service District

Board Meeting

March 17, 2015

Location: Maupin Library

Board Members Present: Mary Beechler, Margaret Brewer, Corliss Marsh, Rita Rathkey

Staff Present:

The Dalles: Jeff Wavrunek

Dufur: Louise Walkowiak, Sarah Tierney

Maupin: Valerie Stephenson

Meeting called to order at 3:28 by Chair Mary B.

Minutes: Corliss M. moved to approve the February minutes as edited under Old Business, Vacant Board Position Nomination, to read “Carolyn Wood has applied to become a Board member to fill the vacant position on the Board. Corliss M. moved to approve the minutes as amended, Margaret B. seconded, motion carried unanimously.

Shared Concerns of the Board:

Clarification of Reserve Fund. Margaret B. requested clarification on the Library Reserve Fund. The fund is from library tax dollars and are Library District funds.

Minute and Note Taking Role at Board Meetings. Due to the absence of Amy Schoppert the Assistant Director, Rita R., took the minutes at the February Board meeting, with corrections to detail by Amy S. and Jeff W. Rita will take minutes at this meeting as Amy was unable to attend due to library duties. However, there was concern that this did not allow the Board members, especially the member taking minutes, to fully participate in the meeting. The Board requested, and Jeff agreed, that Amy take the minutes at the meetings in The Dalles. There will be two meetings a year at Maupin and two meetings a year at Dufur, at these meetings there will be a recorder for Amy S., to transcribe minutes.

Email Problems. All Board members reported that they did not get the agenda, director’s report, policy for revision, etc. that was to go out prior to this meeting. Fortunately Jeff W. did bring extra packets and members shared these documents. However the Board requested 1) that Amy S. test out the email situation prior to the next Board meeting in April, and 2) that the packets be sent out at least three days in advance of the meeting.

Directors' Reports:

The Dalles. Jeff included his monthly report in the packet, members were able to read the report at the meeting, there were no questions, members did comment on the excellent attendance for the programs in February, especially the Medieval Fair.

Dufur. Sarah reported they are participating in Read Across America.

The theme for the summer programs will be heroes.

Maupin. Valerie reported that the Chili Cook Off to raise funds for the new building netted \$ 1,500. A Poetry Event is coming up, there will be an open mike and everyone will leave with a completed poem. Maupin is also working on summer library programs.

Old Business

Current At Large Vacant Board Position Nomination: Corliss M. moved that we the Library Board make a recommendation to the County Commissioners that Carolyn Wood fill the vacant At-Large-Position on the Library Board. Margaret B. seconded and the motion passed unanimously.

New Business:

Review of "Materials Loan Policy" The Board reviewed the current policy, which was approved in 2008, several needed changes were noted such as the overdue charges being too low. Jeff will bring a revised "Materials Loan Policy" next month for Board approval. Final approval will be obtained by the County Commissioners. Jeff will also include another policy for review in the Board packet for April.

City Administrative Fee. Jeff noted that the City charges an administrative fee to the Library for services such as finance, payroll, human resources, and legal advice. This administrative fee is increasing next fiscal year from around \$40,000 to almost \$87,000, which greatly concerned the Library Board. Mary reported that the Library does have an intergovernmental agreement with the city; Jeff will look for that document.

Financial Review. Jeff reported there have been two new hires, the Teen Librarian will be on the job April 13, the birth to 4th Grade Librarian will be starting March 30th.

Updates: There were no Updates.

Meeting adjourned 4:43 pm, Next Meeting, April 14th 3:30 pm, The Dalles.

Respectfully Submitted, Rita Rathkey

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE WASCO COUNTY LIBRARY SERVICE DISTRICT

IN THE MATTER OF THE APPOINTMENT OF)
CAROLYN WOOD TO THE WASCO COUNTY) ORDER
LIBRARY SERVICE DISTRICT BOARD OF) #15-019
DIRECTORS.)

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That a vacancy exists on the Wasco County Library Service District Board of Directors; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco County Library Service District Board of Directors has recommended the appointment of Carolyn Wood to the Wasco County Library Service District Board of Directors as the at-large member; and

IT FURTHER APPEARING TO THE BOARD: That Carolyn Wood is willing and is qualified to be appointed to the Wasco County Library Service District Board of Directors.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Carolyn Wood be and is hereby appointed to the Wasco County Library Service District Board of Directors; said term to expire on June 30, 2017.

DATED this 1st day of April, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Discussion Item
Public Health Budget Committee Appointment

- [Angie Wilson Application](#)
- [Order #15-023 Appointing Angie Wilson to the
NCPHD Budget Committee](#)

INFORMATION AND QUALIFICATION FORM

North Central Public Health District Budget Committee VOLUNTEER POSITIONS WASCO COUNTY, OREGON

BACKGROUND

The North Central Public Health District Budget Committee meets each year to:

- Discuss and revise the budget as needed
- Approve the budget for recommendation to the District Board

APPLICATION

Provide personal qualifications to represent Wasco County on the North Central Public Health District Budget Committee.

Supplementary information may be attached. Do not provide confidential information.

POSITION DESCRIPTION: Member Wasco County Budget Committee

Name: Angie Wilson

Address: [REDACTED] The Dalles OR 97058

Phone (home) [REDACTED] Phone (work) [REDACTED]

E-mail address: [REDACTED]

Signature: Angie Wilson

Date: 3/30/2015

Number of years as a Wasco County resident: 19

Why are you interested in being on the budget committee? Involved in the community

The cost of providing health services often outweigh the ability to fund them. Are you willing to make the difficult funding decision and communicate the results to the public?

Yes

What top concerns do you think are facing Public Health today? Health Insurance

Education (school, college, training, apprenticeships, degrees, etc.)

Bushkeeper for 17 years Date(s): 17 years
Date(s):
Date(s):
Date(s):

Experience (work, volunteering, leadership roles, achievements etc.)

Port of The Dalles Date(s): 17 years
Port of Cascade Locks Date(s): 4 yrs
City of Mosier Date(s): 2 yrs
Dallesport Water District Date(s): 1 1/2 yrs

General Comments/Additional Relevant Information

Send completed form to:

Wasco County
511 Washington Street, Suite 101
The Dalles OR 97058
(541) 506-2520
fax (541) 506-2551

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE WASCO COUNTY LIBRARY SERVICE DISTRICT

IN THE MATTER OF THE APPOINTMENT OF)
ANGIE WILSON TO REPRESENT WASCO) O R D E R
COUNTY ON THE NORTH CENTRAL PUBLIC) #15-023
HEALTH DISTRICT BUDGET COMMITTEE)

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That the North Central Public Health District has requested a representative of Wasco County to serve on their Budget Committee; and

IT FURTHER APPEARING TO THE BOARD: That Angie Wilson is willing and is qualified to be appointed to represent Wasco County on the North Central Public Health District Budget Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Angie Wilson be and is hereby appointed to represent Wasco County on the North Central Public Health District Budget Committee; said term to expire on December 31, 2015.

DATED this 1st day of April, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Discussion Item

Reliance Letter

- [Introductory Email](#)
- [Reliance Letter](#)



Kathy White <kathyw@co.wasco.or.us>

Environmental Report for Old Armory, The Dalles

4 messages

Kathy White <kathyw@co.wasco.or.us>

Mon, Mar 16, 2015 at 10:57 AM

To: "Arnold, James G NFG NG ORARNG (US)" <james.g.arnold22.nfg@mail.mil>

Bcc: Tyler Stone <tylers@co.wasco.or.us>

Good Morning, James-

On 2.6.2015 we had a phone conversation regarding the regarding the environmental report for the old armory site located in The Dalles, Oregon. At that time you hoped to have a completed report to share with me by the end of February. Seems that target-date has slipped by, so thought I would circle back with you for a status update.

Thank you for your help.

Thank you,

Kathy White
Executive Assistant
Wasco County
Board of County Commissioners
511 Washington Street, Suite 302
The Dalles, OR 97058
work 541.506.2520
fax 541.506.2551

On Fri, Feb 6, 2015 at 12:24 PM, Arnold, James G NFG NG ORARNG (US) <james.g.arnold22.nfg@mail.mil> wrote:

JAMES G. ARNOLD
Restoration & Water Quality Manager
Oregon Military Department
Environmental Branch (AGI-E)
503-584-3551 Direct
503-507-9719 Cell
355-3551 DSN
james.g.arnold22.nfg@mail.mil

Arnold, James G NFG NG ORARNG (US) <james.g.arnold22.nfg@mail.mil>

Wed, Mar 25, 2015 at 11:12 AM

To: Kathy White <kathyw@co.wasco.or.us>

Cc: "Herschberger, Audrey" <Audrey_Herschberger@golder.com>

Hi Kathy,

Yes, we're still working on the report. We've got some administrative items to work through with DEQ and, once that's completed, we'll finalize the report and distribute to the county for review. Right now we're working on a schedule/timeline for how long this process will take and we can update you once that's complete.

Our consultant, Audrey Herschberger at Golder, will be forwarding a reliance letter to the county that allows the county to use our environmental assessment report. Should we forward this to you for routing and signature?

Thanks, Jim

JAMES G. ARNOLD
Oregon Military Department
Installations Division (AGI)
Restoration & Water Quality Manager
Office Tel: 503-584-3551 Cell Tel: 503-507-9719
Fax: 503-584-3584 DSN: 355-3551
james.g.arnold22.nfg@mail.mil

-----Original Message-----

From: Kathy White [mailto:kathyw@co.wasco.or.us]
Sent: Monday, March 16, 2015 10:57 AM
To: Arnold, James G NFG NG ORARNG (US)
Subject: Environmental Report for Old Armory, The Dalles

Good Morning, James-

On 2.6.2015 we had a phone conversation regarding the regarding the environmental report for the old armory site located in The Dalles, Oregon. At that time you hoped to have a completed report to share with me by the end of February. Seems that target-date has slipped by, so thought I would circle back with you for a status update.

Thank you for your help.

Thank you,

Kathy White
Executive Assistant
Wasco County
Board of County Commissioners
511 Washington Street, Suite 302
The Dalles, OR 97058
work 541.506.2520
fax 541.506.2551

On Fri, Feb 6, 2015 at 12:24 PM, Arnold, James G NFG NG ORARNG (US) <james.g.arnold22.nfg@mail.mil> <<mailto:james.g.arnold22.nfg@mail.mil>> > wrote:

JAMES G. ARNOLD
Restoration & Water Quality Manager
Oregon Military Department
Environmental Branch (AGI-E)
503-584-3551 Direct
503-507-9719 Cell
355-3551 DSN
james.g.arnold22.nfg@mail.mil <<mailto:james.g.arnold22.nfg@mail.mil>>

Kathy White <kathyw@co.wasco.or.us>

Wed, Mar 25, 2015 at 11:48 AM

To: "Arnold, James G NFG NG ORARNG (US)" <james.g.arnold22.nfg@mail.mil>

Cc: "Herschberger, Audrey" <Audrey_Herschberger@golder.com>

Bcc: Tyler Stone <tylers@co.wasco.or.us>

Thank you, Jim. Yes, sending the documents through me for execution would be appropriate. I will look forward to receiving them.

Thank you,

Kathy White

Executive Assistant

Wasco County

Board of County Commissioners

511 Washington Street, Suite 302

The Dalles, OR 97058

work 541.506.2520

fax 541.506.2551

[Quoted text hidden]

Herschberger, Audrey <Audrey_Herschberger@golder.com>

Wed, Mar 25, 2015 at 12:40 PM

To: Kathy White <kathyw@co.wasco.or.us>, "Arnold, James G NFG NG ORARNG (US)"

<james.g.arnold22.nfg@mail.mil>

Hello Kathy,

Attached is the reliance letter that allows Wasco County to rely on the Phase I ESA we're preparing for OMD. Please let me know if you have any questions.

If you're in agreement with the letter, please sign and return to me. A scanned copy is fine. We will also provide a copy to OMD for their records.

Thank you,

Audrey

Audrey Herschberger, PE | Project Environmental Engineer | **Golder Associates Inc.**

T: +1 (503) 607-1820 | **D:** +1 (503) 607-0830

From: Kathy White [mailto:kathyw@co.wasco.or.us]

Sent: Wednesday, March 25, 2015 11:49 AM

To: Arnold, James G NFG NG ORARNG (US)

Cc: Herschberger, Audrey

Subject: Re: Environmental Report for Old Armory, The Dalles

[Quoted text hidden]



March 24, 2015

Project Number 1413604

Tyler Stone
Administrative Officer
Wasco County
511 Washington Street
Suite 101
The Dalles, OR 97058

**RE: RELIANCE AGREEMENT
PHASE I ENVIRONMENTAL SITE ASSESSMENT
FORMER THE DALLES ARMORY, 713 WEBBER STREET, THE DALLES, OR 97058**

Dear Tyler:

Oregon Military Department (OMD) has requested that Golder Associates Inc. (Golder) provide Wasco County with a copy of the environmental report referenced above (Report) prepared by Golder solely and exclusively for OMD under contract dated 12/31/2014, and entitle Wasco County to rely upon the contents of such Report.

In order to facilitate OMD's request and to establish privity between Wasco County and Golder, this reliance agreement, and any reliance on the Report, is conditioned upon Wasco County

- (i) Agreeing to the terms, conditions, and limitations stipulated in both Golder's agreement with OMD (enclosed) and in the Report,
- (ii) Agreeing to only rely on the Report in its entirety, and
- (iii) Signing the acknowledgment below and returning one copy of this letter to my attention.

In the event that Wasco County does not agree with these conditions, which are pre-conditions to any reliance on the enclosures, please immediately return this letter with the enclosures attached.

The scope and the period of Golder's assessment are described in the Report, and are subject to restrictions and limitations. Golder did not perform a complete assessment of all possible conditions or circumstances that may exist at the site referenced in the Report. Conditions may therefore exist which were undetectable given the limited nature of the inquiry Golder was retained to undertake with respect to the site. Accordingly, additional environmental studies and actions may be required. In addition, it is recognized that the passage of time affects the information provided in such reports. Golder's opinions are based upon information that existed at the time of the writing of the Report. It is understood that the services provided for in the scope of work allowed Golder to form no more than an opinion of the actual conditions of the site at the time the site was visited and cannot be used to assess the effect of any subsequent changes in any laws, regulations, the environmental quality of the site or its surroundings. Asbestos, vapor intrusion and mold assessments were not performed. If a service is not expressly indicated, do not assume it has been provided.

Wasco County agrees not to disclose or distribute the agreement or Report furnished hereunder to any third party, or make any reproductions (except for those required by its accountants, regulators, and legal advisors, which shall include a copy of this reliance agreement). This reliance agreement is not

s:\projects\2014\2014 environmental group projects\omd\the dalles phase i-test pit (141-3604)\authorized reliance letter_omd_wasco co.docx

Golder Associates Inc.
9 Monroe Parkway, Suite 270
Lake Oswego, OR 97035 USA
Tel: (503) 607-1820 Fax: (503) 607-1825 www.golder.com



Golder Associates: Operations in Africa, Asia, Australasia, Europe, North America and South America

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assignable and does not confer any right or benefit upon any third party unless advance written agreement is made between Golder and the third party.

Subject to each and every of the foregoing conditions Wasco County may rely on the Report for the express purpose of their initial participation in acquiring the site from OMD, subject always to the qualifications and limitations contained in the Report and collectively, with OMD, have no greater rights than those of OMD contained in the Report and in OMD's agreement with Golder.

If you have any questions, please do not hesitate to contact me at (503) 607-1820.

Sincerely,

GOLDER ASSOCIATES INC.



Audrey Herschberger
Project Environmental Engineer



Dave Seluga
Associate

cc: Jim Arnold, Oregon Military Department

Attachments or Enclosures: State of Oregon Purchase Order PO330197 to Golder Associates Inc.

AH/DS/

Acknowledged & Accepted by Wasco County

Signature: _____

Name: _____

Title: _____

Date: _____





STATE OF OREGON

FORM G3 109030 SFMS LASER SINGLE SHEET
REVISED: JANUARY 2012

Purchase Order No.	Page
PO330197	1

Agency/Department	PO Date	Delivery Date
2480000S AGI-OREGON DEPT OF MILITARY-STA	12/02/2014	12/31/2014

Bid Number	Requisition Number
	PO330197

Contractor Name and Address

GOLDER ASSOCIATES INC
9 MONROE PRKWAY STE 270
LAKE OSWEGO OR 97035

FOB

FOB DESTINATION

Terms

NET 45

Contractor Number/Mail Code	BPO/Contract Number	Agency Contact	Phone
XXXXXX1091/500		MOYA MCKEEHAN	(503)584-3178

Ship To:	Bill To:
THE DALLES ARMORY ATTN: JIM ARNOLD 713 WEBBER STREET THE DALLES OR 97058	ATTN: AGI-O OREGON MILITARY DEPARTMENT PO BOX 14350 SALEM OR 97309-5047

Item	Description	Quantity	U/M	Unit Price	Extended Amt
001	<p>----- 1.00 EA 13,491.0000 13,491.00</p> <p>CONTRACTOR SHALL PERFORM A PHASE I ENVIRONMENTAL SITE ASSESSMENT (ESA) ON THE TWO PARCELS (PROPERTY) IDENTIFIED IN THE SEPTEMBER 10, 2014 EMAIL FROM JIM ARNOLD, AGI RESTORATION MANAGER, AS "REMAINING PROPERTY ~ 1.45AC" AND "1952 OUTGRANT ~ 0.34AC" AND INVESTIGATE THE LOCATION OF A FORMER 1,750 GALLON HEATING OIL TANK (HOT).</p> <p>THE PURPOSE OF THE WORK IS TO IDENTIFY RECOGNIZED ENVIRONMENTAL CONDITIONS (RECS) IN CONNECTION WITH THE PROPERTY IN ADDITION TO THE ALREADY IDENTIFIED REC FROM THE FORMER HOT. THE SCOPE OF SERVICES FOR THE PHASE I ESA WILL INCLUDE BUT IS NOT LIMITED TO SITE RECONNAISSANCE, REVIEW OF ELECTRONICALLY AVAILABLE RECORDS RELATED TO THE PROPERTY, INTERVIEWS, AND REPORT PREPARATION. THE SCOPE OF SERVICES FOR THE HOT INVESTIGATION WILL INCLUDE BUT IS NOT LIMITED TO PROJECT SETUP AND LOCATES, SUBSURFACE INVESTIGATION, AND SUBSURFACE INVESTIGATION REPORT.</p> <p>CONTRACTOR'S PROPOSAL NO. P1413604 IS ATTACHED AND IS HEREBY INCORPORATED BY REFERENCE INTO THIS PURCHASE ORDER. THE TERMS AND CONDITIONS IN THE CONTRACTOR'S PROPOSAL ARE NOT APPLICABLE TO THIS PURCHASE ORDER. THIS PURCHASE ORDER AND THE TERMS AND CONDITIONS ON PAGE 2 CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO OTHER UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN.</p>				

Authorized Agent/Approved Date		Total	13,491.00
<i>Dennis Ruth</i>	02 Dec 2014		

STATE OF OREGON - TERMS AND CONDITIONS

1. DELIVERY: Deliveries will be F.O.B destination. Contractor shall pay all transportation and handling charges. Contractor is responsible and liable for loss or damage until final inspection and acceptance of the Goods. Contractor remains liable for latent defects, fraud, and warranties.

2. INSPECTIONS: Agency may inspect and test the Goods and related Services (collectively, Goods). Agency may reject non-conforming Goods and require Contractor to correct them without charge or deliver them at a reduced price, as negotiated. If Contractor does not cure any defects within a reasonable time, Agency may reject the Goods and cancel the PO in whole or in part. This paragraph does not affect or limit Agency's rights, including its rights under the Uniform Commercial Code, ORS chapter 72 (UCC).

3. PAYMENT: Agency shall pay Contractor within 30 days from (i) the date the Goods are delivered and accepted or (ii) the date the invoice is received, whichever is later. If Agency fails to pay within 45 days of such date, Contractor may assess overdue account charges up to a rate of 2/3% per month (8% APR) or the maximum rate allowed by law on the outstanding balance.

4. STATE PAYMENT OF CONTRACTOR CLAIMS: If Contractor does not pay promptly any claim that is due for Goods or Services furnished to the Contractor by any subcontractor in connection with this PO, the State may pay such claim and charge that payment against any payment due to the Contractor under this PO. The State's payment of a claim does not relieve the Contractor or its surety, if any, from their obligations for any unpaid claims.

5. WARRANTIES: Contractor represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with specifications and be free from defects in labor, material and manufacture. All UCC implied and expressed warranties are incorporated in this PO. Contractor shall transfer all warranties to the State.

6. TERMINATION: (i) The parties may terminate this PO by mutual agreement. (ii) Agency may terminate this PO at any time with written notice to Contractor. Upon receipt of the written notice, Contractor shall stop performance, and Agency shall pay Contractor for Goods delivered and accepted. (iii) Agency may terminate this PO at any time if Agency fails to receive funding, appropriations, or other expenditure authority. (iv) If Contractor breaches any PO provision or is declared insolvent, Agency may terminate this PO for cause with written notice to Contractor, and Contractor shall be liable for all incidental and consequential damages resulting from its breach, including all damages as provided in the UCC.

7. HOLD HARMLESS: *Contractor shall indemnify, defend and hold harmless the State and its agencies, their divisions, officers, employees, and agents, from all claims, suits or actions of any nature arising out of or related to the activities of Contractor, its officers, subcontractors, agents or employees under this PO.*

8. GOVERNING LAW, JURISDICTION, VENUE: This PO is governed by Oregon law, without resort to any other jurisdiction's laws. Any claim, action, suit, or proceeding between the State and the Contractor that relates to this PO (Claim) must be heard exclusively in the Circuit Court of Marion County for the State of Oregon. If the Claim must be brought in a federal forum, then it must be heard exclusively in the US District Court for the District of Oregon. Contractor consents to the in personam jurisdiction of these courts. *Neither this Section nor any other provision of this PO is a waiver by the State of any form of defense, sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the US Constitution, or other immunity, from any Claim or from the jurisdiction of any court.*

9. FORCE MAJEURE: Neither party is responsible for delay or default caused by an event beyond its reasonable control. Agency may terminate this PO without liability to Contractor upon written notice after determining the delay or default reasonably prevents performance of this PO.

10. ASSIGNMENT/SUBCONTRACT/SUCCESSORS: Contractor shall not assign, transfer, or subcontract rights (Subcontract) or delegate responsibilities under this PO in whole or in part, without the prior written approval of Agency. This PO's provisions are binding upon and inure to the benefit of the parties to the PO and their respective successors and assigns.

11. ACCESS TO RECORDS: Contractor shall maintain all accounting records relating to this PO according to GAAP and any other records relating to Contractor's performance ("Records") for six (6) years from termination or as otherwise required. Contractor shall grant the State and its agencies, the Secretary of State Audits Division, the federal government, and their duly authorized representatives access to the Records, including reviewing, auditing, copying, and making transcripts.

12. COMPLIANCE WITH APPLICABLE LAWS: Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as amended (Rules), including: (i) Titles VI and VII of Civil Rights Act of 1964; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990; (iv) Executive Order 11246; (v) The Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975; (vi) The Vietnam Era Veterans' Readjustment Assistance Act of 1974; (vii) ORS Chapter 659; (viii) ORS 279B.020, , and 279B.270; (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; (x) all federal and state laws governing the handling, processing, packaging, storage, labeling, and delivery of food products; and (xi) all regulations and administrative rules established pursuant to the foregoing laws. Agency's performance is conditioned upon Contractor's compliance with, 279B.220, 279B.225, 279B.230, and 279B.235, as applicable. All applicable Rules are incorporated by reference in this PO.

13. WORKERS' COMPENSATION: Contractor shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless exempt under ORS 656.126(2). Contractor shall ensure that its Subcontractors, if any, comply with these requirements.

14. SAFETY AND HEALTH REQUIREMENTS: Contractor represents and warrants that the Goods comply with all federal and Oregon safety and health requirements.

15. MATERIAL SAFETY DATA SHEET: Contractor shall provide Agency with a Material Safety Data Sheet for any Goods which may release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (OAR 437- 002-0360 and 29 CFR 1910.1020). Contractor shall label, tag or mark such Goods.

16. RECYCLABLE PRODUCTS: Unless otherwise required, Contractor shall use recycled and recyclable products to the maximum extent economically feasible in the performance of the PO. These products shall include recycled paper, recycled PETE products, other recycled products (ORS 279A.010(1)(gg),(hh),(ii)), and other recycled plastic resin products.

17. AMENDMENTS: All amendments to this PO must be in writing, signed by Agency.

18. SEVERABILITY: If a court of competent jurisdiction declares any provision of this PO to be invalid, the other provisions and the rights and obligations of the parties remain in effect.

19. WAIVER: Agency's failure to enforce any provision of this PO is not a waiver or relinquishment by Agency of its rights to such performance in the future or to enforce any other provisions.

20. AWARD TO FOREIGN CONTRACTOR: If Contractor is not registered to do business or has no office in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this PO. Agency may withhold final payment under this PO until Contractor has met this requirement.

21. TAX CERTIFICATION: Contractor hereby certifies under penalty of perjury: (a) the number shown on this form is the correct Federal Employer Identification Number; (b) it is not subject to backup withholding because (i) it is exempt from backup withholding, (ii) it has not been notified by the IRS that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that it is no longer subject to backup withholding; and (c) it is not in violation of any Oregon tax laws.



September 17, 2014

Proposal No. P1413604

Mr. Jim Arnold
Oregon Military Department
1776 Militia Way SE
Salem, OR 97309

**RE: PROPOSAL FOR PHASE I ENVIRONMENTAL SITE ASSESSMENT & FORMER HEATING OIL TANK PIT INVESTIGATION
FORMER THE DALLES ARMORY, 713 WEBBER STREET, THE DALLES, OREGON**

Dear Jim:

Golder Associates Inc. (Golder) has prepared this proposal to perform a Phase I Environmental Site Assessment (ESA) on the two parcels (Property) identified in your September 10, 2014 email as "Remaining Property ~1.45ac" and "1952 Outgrant ~0.34ac", and to investigate the location of a former 1,750-gallon heating oil tank (HOT). The site address is 713 Webber Street, The Dalles, Wasco County, Oregon 97058 (the Property). The Property is currently owned by the State of Oregon, and was previously operated by the Oregon Military Department (OMD).

1.0 PROJECT UNDERSTANDING

Golder understands that the OMD would like to identify recognized environmental conditions (RECs), if any, in connection with the Property in addition to the already identified REC from the former HOT. The Property is located southwest of the intersection of West 6th Street and Webber Street and consists of approximately 1.79 acres. Currently the site is a gravel lot without any structures.

OMD has provided Golder with the approximate location (latitude and longitude) of the former HOT. Golder assumes that OMD will provide existing plans or maps of the Property, previous reports, or other information available for the Property upon issuing a notice to proceed. Golder also assumes OMD will provide Golder authorized access to the Property for purposes of performing the Phase I ESA and the (former) HOT investigation.

2.0 PROPOSED SCOPE OF WORK

2.1 Phase I Environmental Site Assessment

The general purpose of the Phase I ESA is to identify RECs in connection with the Property, to the extent feasible, pursuant to the following:

- The processes prescribed in the American Society for Testing and Materials (ASTM) International Standard E 1527-13, entitled "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process" (ASTM Standard);
- The Environmental Protection Agency (EPA) Rule entitled "Standards and Practices for All Appropriate Inquiries; Final Rule" (AAI Rule), 40 CFR Part 312¹;

¹ Per the AAI Rule, the ASTM Standard may be used to comply with the AAI Rule. All references in this proposal to ASTM therefore include the AAI Rule.

proposal_omd_the dalles hot phase I_sept 2014.docx

Golder Associates Inc.
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Golder Associates: Operations in Africa, Asia, Australasia, Europe, North America and South America

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- The Army National Guard (ARNG) Environmental Condition of Property (ECOP) Handbook, June 1, 2011 (ARNG ECOP Handbook);
- This proposal; and
- Golder's professional judgment.

The ASTM standard defines RECs as *"the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property; (1) due to release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment"*.

The scope of services for this Phase I ESA will include:

- Site reconnaissance, which Golder assumes will take 8 hours, including travel time;
- Review of electronically available records related to the Property;
- Interviews; and
- Report preparation, as described in the ASTM Standard.

OMD will provide user knowledge and information as required by the ASTM Standard.

Golder also assumes that the scope of work will include a review of pertinent files at Oregon Department of Environmental Quality (ODEQ), in accordance with 8.2.2 of the ASTM Standard. Golder has assumed 10 hours for a file review and summary to be included in the ESA Report.

Per the ASTM Standard, Golder's scope of services for the Phase I ESA will not include non-scope considerations as listed in Section 13 of the ASTM Standard. Non-scope considerations include, but are not limited to indoor air quality (unrelated to releases of hazardous substances or petroleum products into the environment), asbestos, lead-based paint, mold, archaeological assessment, wetlands, radon, ecological survey, etc. The scope of services also does not include a title search for activity use limitations (AULs) and environmental liens associated with the Property. Golder assumes that OMD will complete a title search and provide findings from that search to Golder for the purposes of the Phase I ESA.

2.2 Former HOT Pit Investigation

2.2.1 Project Setup and Locates

Golder's proposed project setup and utility locating activities include the following:

- Using available site information, prepare a project-specific health and safety environmental plan (HaSEP). The HaSEP will discuss the health risks of potential contaminants, required personal protective equipment (PPE), and evaluate the need for air monitoring and provide action levels, as appropriate. The HaSEP will be updated if site conditions or the scope of work changes.
- Clear the excavation location, including notifying public utilities to mark the utilities in the public right-of-way and contracting with a private utility locating service to check for buried utilities at the excavation location.
- Contract with an excavating contractor.
- Contract with an accredited laboratory for analytical services.

2.2.2 Conduct Subsurface Investigation

The location of the former HOT will be identified using latitude and longitude coordinates provided by OMD and comparing the location to measurements from as-built figures provided by OMD and aerial photographs.

The excavation will be conducted using a backhoe or excavator. Excavated soils will be placed on plastic sheeting. An attempt will be made to excavate down to the bottom of the tank pit and sample the soils at each end and the center of the former tank location. Sidewall and/or bottom soils with obvious heating oil contamination will be sampled. A sample will be collected of the most obviously impacted soil. If no obvious contamination is observed, Golder will collect samples from each end and the center of the tank pit at the bottom of the excavation. Analytical includes:

- Diesel (heating oil) by Test Method Northwest Total Petroleum Hydrocarbon – Dx (NWTPH-Dx). The highest detection of diesel will also be analyzed for
- Polynuclear aromatic hydrocarbons (PAHs) by US EPA Test Method 8270SIM, and
- Benzene, toluene, ethylbenzene, and xylene (BTEX) compounds by US EPA Test Method 8260B.

Budget includes analysis of three soil samples for heating oil and one sample each for PAHs and BTEX compounds. Following sample collection, excavated soils will be returned into the excavation and bucket and wheel compacted. Upon completion, the excavation boundaries will be demarcated in the field.

Golder assumes that groundwater will not be encountered in the excavation and that groundwater will not be sampled.

2.2.3 Subsurface Investigation Report

A brief report will be prepared and appended to the Phase I ESA discussing the subsurface investigation methods and results. The report will also include a site figure of the excavation location, a summary table of laboratory results, laboratory analytical reports and site photographs.

3.0 PROJECT SCHEDULE

Golder is prepared to commit the necessary resources to meet the project schedule, and will proceed with proposed Scope of Work upon receipt of written authorization from OMD.

Golder will submit the ODEQ file review request immediately upon receipt of authorization from OMD. In accordance with 8.1.5 of the ASTM Standard "information that is obtainable within reasonable time means that information will be provided by the source within 20 calendar days of receiving a written, telephone, or in-person request." If the ODEQ file request is not granted within 20 days from request, Golder will assume this information is not reasonably ascertainable. Golder will consult with OMD to determine if the time frame will be extended, or if the report will be completed without the requested information.

The draft reports will be transmitted electronically only. The final reports will be issued following the receipt of comments made by OMD. Two hard copies of the final report will be prepared.

The ASTM Standard requires OMD to provide certain information to the environmental professional. A User Questionnaire is attached to this proposal. OMD shall provide responses to the User Questionnaire within 5 days of notice to proceed.

4.0 COST ESTIMATE

The proposed budget for the above Scope of Work is shown in Table 1.

Table 1: Project Estimated Budget

Task Description	Total
Phase I ESA	\$5,740
Field Investigation and Report	\$7,752
TOTAL BUDGET	\$13,491

For costing purposes, Golder has assumed that the draft reports will be submitted electronically, and that two (2) copies of the final report (with the appended Subsurface Investigation Report) will be issued to OMD. The cost estimate does not include the price for engaging a title company or title professional to undertake a search for reasonably ascertainable recorded land title records, which is part of the ASTM Standard. If prior environmental site assessments include historic recorded land title records or DEQ records, these documents will be reviewed and the information from them included in Golder's report of findings.

This Proposal is valid for sixty (60) days from the date of this Proposal.

5.0 NO UNAUTHORIZED RELIANCE

The Phase I ESA to be prepared by Golder pursuant to this proposal is for the sole use of OMD, and as requested by OMD, Wasco County will be designated a Proposed Relying Party. No additional third party may rely upon the contents of the report without written authorization from Golder to do so, and Golder will not be responsible for independent conclusions, opinions, or recommendations made by others based on the findings presented in its report. It is expressly intended and agreed that no third party beneficiaries are created by this proposal and the completion of Services pursuant to the Terms and Conditions governing the Services.

As requested by OMD, Golder will provide written authorization for Wasco County (Proposed Relying Party) to rely on the contents of the Phase I ESA Report. However, to establish privity between the Proposed Relying Party and Golder, the reliance agreement, and any reliance on the Report, will be conditioned upon the proposed relying party (i) agreeing to Golder's Standard Terms and Conditions, and limitations described in the Report, (ii) agreeing to only rely on the Report in its entirety, and (iii) signing the acknowledgement of the conditions and returning one signed copy to Golder. An example of the reliance agreement, to be signed by Wasco County, is attached to this proposal.

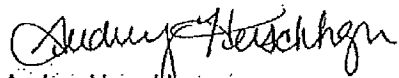
6.0 AUTHORIZATION TO PROCEED

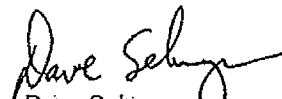
Golder proposes to complete this work on a cost-reimbursable time-and-materials basis in accordance with the State of Oregon Professional Services Contract. If you are in agreement with this proposal, we request that you provide a State of Oregon Purchase Order and Standard Professional Services Contract for signature by Golder Associates Inc. Once signed, the contract will be returned to OMD for signatures. Golder will execute work upon receipt of a fully signed contract.

We look forward to working with you on this project. If you have any questions regarding this proposal or if we can better suit the proposal to meet your needs, please do not hesitate to contact Dave Seluga or Audrey Herschberger at (503) 607-1820.

Sincerely,

GOLDER ASSOCIATES INC.


Audrey Herschberger
Project Environmental Engineer


Dave Seluga
Senior Practice Leader/Associate

Attachments: User Questionnaire; Draft Reliance Agreement

AH/MF/DS

Discussion Item
Staff Retirement Announcement

- [Clerk's Letter](#)
- [Filling a Vacancy](#)



WASCO COUNTY

County Clerk

Suite 201
511 Washington Street
The Dalles, Oregon 97058
(541) 506-2530
Fax (541) 506-2531

Linda Brown
County Clerk
David McGaughey
Chief Deputy County Clerk
Chrissy Zaugg
Elections Deputy
Paul Bowers
Recording Deputy

April 1, 2015

Scott Hege
Rod Runyon
Steve Kramer
Linda Brown

Dear Wasco County Commissioners and Wasco County Clerk,

I would like to inform you that I am retiring from the position of Wasco County Clerk effective July 1, 2015.

It has been a pleasure to work for Wasco County and its citizens for the past thirty-five years. I have worked alongside excellent colleagues, department managers and with dozens of dedicated county employees.

I have appreciated the support, guidance and encouragement from past and current Commissioners.

While I look forward to my retirement, I will miss working for Wasco County

Sincerely,

Linda Brown,
Wasco County Clerk

204.005¹

Election or appointment of county officers

(1)The following county officers shall be elected at the primary election or general election, as provided in ORS [249.088](#)(**Nomination or election of candidate at nominating election**):

(a)A sheriff.

(b)A county clerk.

(c)A county assessor.

(d)A county treasurer.

(e)A county commissioner to succeed any commissioner whose term of office expires the following January.

204.016¹

Qualifications for county offices generally

- • **additional qualifications for surveyor and assessor**

(1)A person is not eligible to serve in any office listed in ORS [204.005](#) (**Election or appointment of county officers**) unless the person is a **citizen of the United States and an elector under the Oregon Constitution**.

(2)A person is not eligible to serve in any elective office listed in ORS [204.005](#) (**Election or appointment of county officers**) unless the person meets the requirements of subsection (1) of this section and in addition is a **resident of the county in which the person is elected for the period of one year preceding the next election**, except that in counties of less than 25,000 population the requirement of residency in the county in which the person is elected does not apply to an elected county surveyor.

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
APRIL 1, 2015**

CONSENT AGENDA

1. [3.18.2015 BOCC Regular Session Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MARCH 18, 2015

PRESENT: Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
Scott Hege, Commission Chair

STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant (by phone)

Chair Hege opened the session at 9:00 a.m. with the pledge of allegiance.

Open to Departments – Printer/Scanner Replacement

Interim Information Systems Director Paul Ferguson explained that the KIP printer has been malfunctioning since last fall; it is a large scanner/printer for up to 36” plans and plots. He said that it had been serviced in the fall and at that time the technician had advised that they would not be able to repair it again. Mr. Ferguson stated that the County pays \$200 a month in maintenance fees for the 8-year-old unit.

Mr. Ferguson said that Ricoh does have a large scale printer that the county can get through the schools purchasing/leasing system. The County can lease it for \$298 per month with a \$1,000 rebate that could offset the cost for the remainder of this fiscal year. The term of the lease is 5 years.

County Surveyor Dan Boldt explained that after a plat is filed in the Clerk’s office the Mylar is brought to public works where it is scanned in and made available to the public.

Commissioner Kramer asked if this has gone through Finance. Mr. Ferguson replied

that Finance Director Monica Morris is aware that they have been looking at it but he has not taken it to her.

Chair Hege asked if this is in the Information System's budget. Mr. Ferguson replied that the cost is split between four departments – the Clerk's Office, Planning, Roads and the Surveyor.

Mr. Stone says he supports the lease as it is a critical function of the County.

*****The Board was in consensus for Information Systems to go forward with the planned lease of the oversize printer though the school purchasing program.*****

Discussion List – Hiring Recommendation

Mr. Stone reminded that Board that when the Planning Director and Public Works Director positions were vacated in December, Senior Planner Angie Brewer was appointed as Interim Planning Director and Arthur Smith as Interim Public Works Director while it was being determined how to fill those positions on a permanent basis. In addition, Ms. Brewer and Mr. Smith were asked to evaluate the departments for efficiencies including the possibility of combining the two positions to consolidate the two departments.

Mr. Stone noted that at a previous Board session Ms. Brewer and Mr. Smith had presented their findings with a lot of opportunities to streamline processes and provide better customer service. However, they determined that because of significant differences in the work of the two departments, it would be nearly impossible to find a candidate with adequate knowledge and experience to effectively oversee the two departments as one.

Mr. Stone said it is now time to determine if the County should go out for regional recruitment for these two positions or promote from within. He explained that there are significant costs to recruitment – staff time in advertising for, interviewing and evaluating candidates. In addition, there will be a lag in time if a candidate has to give notice and/or relocate to this area in addition to a learning curve once in the position. He said that the downside of not going out for recruitment would be possibility of missing out on a great hire; however, he said, he believes that we have interims in the positions who have already demonstrated their leadership abilities and are good candidates for the positions.

Commissioner Kramer said he has talked to quite a few people regarding this decision, the vast majority supported promoting from within. He said that we already have two highly qualified people who have instituted an open door policy and improved morale. He said that staff supports them as leaders and he is leaning toward promoting from within.

Mr. Stone added that he also discussed this with both staffs and they were supportive of moving forward with internal promotions. He said he spoke with external partners who by-in-large supported the internal promotion. He also pointed out that there will be cost savings as there is no intention of filling the Project Manager position held by Mr. Smith; that position will be combined with the Director's position.

Commissioner Runyon reported that he had talked to people locally as well as those at the AOC. He said he views changes like this as an opportunity to change the culture which is a good reason for external recruitment. However, both Ms. Brewer and Mr. Smith have demonstrated their leadership skills and a desire to improve the culture throughout the building.

*****The Board was in consensus to direct the Administrative Officer to move forward with the internal promotion process for the Planning and Public Works Directors.*****

Agenda Item – Benefits Committee Recommendation

County Assessor and Benefits Committee member Jill Amery said that in August, a 12-member committee was formed to evaluate the County's current health benefits provider as well as explore the market for other providers. She said that the Committee looked at 10 providers, narrowing that list to 2, both of whom had similar plans. In the end, CIS offered an annual cost savings of \$37,000 to the County and \$7,000 to employees in annual premiums. She said that the plan currently in place for the County will no longer be available so a decision must be made as to what would be best for the County and staff.

Commissioner Runyon thanked the team for their work. Mr. Stone echoed that saying that he is very pleased with the work – this will basically pay for itself. Chair Hege said it is affirming that CIS has been a good choice for us.

*****The Board was in consensus to move forward with the CIS insurance plan**

for the County.***

Agenda Item – Road Vacation

Mr. Boldt noted that he is bringing this item forward on behalf of Mr. Smith who is out of the office this week. He said a petition has been filed to vacate a cul de sac and right of way that have never been used. For the landowners, this is the first of several steps toward their end-goal to move a boundary and build. The action requested today is for the Board to direct Mr. Smith to prepare a report and recommendation for the Board.

{{{Commissioner Kramer moved to approve Order #15-020 directing the Public Works Director to prepare his report on the proposed vacation of Cedar Street Extension and cul de sac. Commissioner Runyon seconded that motion which passed unanimously.}}}

Agenda Item – Transition Team Recommendation

Victim's Assistance Coordinator and Transition Team Chair Judy Urness explained that the group was formed to identify a process for transitioning all former AFSCME represented members to a non-represented status. She reported that Ms. Morris had participated in the process as an educator. Each team member was tasked to take information from the Team back to their departments and return with feedback.

Ms. Urness stated that the recommendation of the team will result in increased annual costs to the County of \$57,000 which is well under the targeted amount for this project. In addition, the County will incur one-time transition costs amounting to \$74,000. The Team suggests that the transition be implemented in the same way as other groups were on-boarded to the salary matrix.

Ms. Urness noted that there are a few major components of the transition that the team focused on resolving. The team was unanimous that vacation be awarded rather than accrued. Most existing vacation banks will be used as vacation rather than being cashed out. In addition, the group recommends that former AFSCME represented employees have a 6% increase applied to their wage rates in order to determine where they fall into the salary matrix. Currently, the County pays the employee contribution for PERS for the AFSCME employee. Once on the matrix, they will be responsible for paying their own PERS employee contributions.

Ms. Morris commended the group for their dedication and thoughtfulness in working

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MARCH 18, 2015
PAGE 5

through the issues – it is challenging to work on your own benefit package. She said there are some changes she would ask for.

Vacation – While the idea of going to awarded seems simple it still leaves behind a significant amount of banked vacation hours which represents a liability to the County and creates extra work in Finance. She suggested that employees with vacation banks be required to use the balance within 5 years.

Chair Hege wanted to confirm that employees who kept their banks and then quit or retired prior to the 5-year limit would be cashed out at today's value. Ms. Morrison confirmed adding that the cost of these banks would still rise due increases in FICA and PERS. Ms. Urness observed that it is a one-time decision; employees with banks will have only one opportunity to cash-out unless their employment terminates prior to the bank being exhausted.

Overtime – Ms. Morris explained that non-represented employees are paid overtime for any hours worked over 40 in a week regardless of their schedule while previously represented employees are paid overtime for any time worked past their scheduled hours in a day. She explained that tracking daily schedules will be very difficult and delay plans for electronic time cards. She pointed out that going to a system that pays overtime for hours worked over those scheduled would create a situation in which part-time employees who are asked to come in for an extra day would be paid overtime for that day even though they may have only worked 20 hours in that week. She said daily overtime calculations are challenging.

Further discussion ensued as to how to resolve these two issues without delaying the transition onto the salary matrix. Chair Hege said that the governing documents need to be updated but that he does not see the need to delay the transition.

Facilities Technician and Transition Team member Gene Sherer said that his concern is the language included in the WCLEA contract that says that should the membership opt to withdraw from the Compensation Plan and renegotiate their contract, wages will be calculated on a percentage rather than starting with the matrix rates. He pointed out that this could create a situation in which people would want to organize and he does not want to see that happen.

Mr. Stone said that his goal in including the language is to be consistent across the

groups. Chair Hege said that this situation is a different in that the employees are no longer union members and are acting as individuals. He said that he believes that with a little more time these issues can be resolved. He suggested that they revisit the topic at the end of today's session.

Chair Hege called a recess at 10:40 a.m.

The session reconvened at 10:43 a.m.

Agenda Item - Special Transportation Grant Funding

MCCOG Transportation Director Dan Schwanz reported that the grant applications came in all at once this year; this is the money that supports transportation for seniors and the disabled. The money is for capital projects which they spend on maintenance and service contracts. He said that the moneys come from non-vehicle gas sales, cigarette taxes and general fund.

Commissioner Runyon asked about the distribution of the funds. Mr. Schwanz explained hat about \$10,000 goes to the TSCC, formerly known as the Wamic Bus – they have their own program in which we participate. He reported that the Special Transportation Fund Committee had met last week and supports the grant applications.

{{{Commissioner Kramer moved to approve the Wasco County Special Transportation Fund Discretionary Grant Fund for 5310 and Special Transportation Funding, authorizing Transportation Director Dan Schwanz to submit the applications electronically. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Scenic Bikeway

Susie Miles, representing the Maupin Chamber of Commerce, explained that she is seeking support for a grant application to establish a scenic bike route that would begin in Maupin and loop through Tygh Valley. She reported that they have already received several letters of support. She said it will probably take two years to complete the project; they hope to learn if they have been awarded the grant sometime in the fall.

Commissioner Runyon asked if the agricultural community has been informed of these plans. Ms. Miles replied that if they are awarded the grant, public hearings will be held

with an opportunity for the agricultural community to participate in the process. She added that they can limit the use of the bike route to accommodate heavy agricultural traffic seasons. Commissioner Runyon said that he is glad to see them adding to this route but there also needs to be an awareness of the trucks using the same routes.

*****The Board was in consensus to sign a letter of support for the grant application to establish a scenic bike route. *****

Agenda Item – USDA Grant Modification

Ms. Morris explained that this is the standard agreement for the Sheriff's Department to conduct forest patrols. It is a reimbursement program; if the Sheriff's department participates in forest patrols they submit for reimbursement.

{{{Commissioner Runyon moved to approve the USDA Modification of Grant Agreement #12-LE-11060600-010. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Focused Audit

Mr. Stone said that Wasco County's recent audit contained significant findings that need to be addressed. The County hired the firm of Pauley Rogers to address those weaknesses and make recommendations to correct the findings.

Tara Kamp from Pauley Rogers explained that she believes the decision to hire a firm to address the findings was an excellent one and will afford the County an opportunity to strengthen internal controls and put into place some sound procedures and practices. She noted that material findings are the most serious and need to be addressed.

Ms. Kamp said what her firm conducted wasn't an audit; it was a process to apply agreed upon procedures – there is nothing in the material findings that cannot be fixed. She said that her team had talked to almost every department in the County over a three day period. She stated that their focus was on the processes and procedures around the handling of cash.

She said that in Finding #1 the auditor's recommendations had not been implemented. The audit was issued in January but the problems were known in October of 2014. It is concerning that they have not been resolved; reconciliations for most of the 2013/2014

WASCO COUNTY BOARD OF COMMISSIONERS
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fiscal year have not been completed. The Finance Director did June and July's and the Treasurer did August through November. While some have minor off-amounts, those should be written off and the reconciliations completed. She advised that bank reconciliations should be done monthly and reviewed the following month; cash reconciliations should be done daily or weekly.

Chair Hege asked if she has any sense of why this was not done and how the County can move it forward. Ms. Kamp responded that those tasks are the Treasurer's and he has not been doing them whether it is a lack of ability or accounting knowledge is hard to know; since he is an elected official, it is difficult to demand that he do it. She said the easiest thing would be to move those tasks out of the Treasurer's office. She said that the software program implemented in the Assessor's Office was a problem but has long since been resolved. She said it feels like the Treasurer just gave up and didn't go back to catch things up. She said new procedures need to be developed.

For Finding #2 she said that the tax system had not been working properly but the Assessor had been very proactive and resolved all the software issues in plenty of time to be ready for the audit. It is unknown why the Treasurer is not doing the work. She said that the Assessor's office has daily and monthly reconciliation processes and the treasurer is not using them. It is a huge concern that money has been distributed without it being posted – it should be done daily and is a serious concern. If it is not done, then other reports are not accurate. She said the posting of tax receipts needs to have a better process. She said it should be possible to interface with Ascend to make this easier but advised they bring in an accountant to facilitate that. She said that having accurate revenue posting is not an option, it is a requirement.

Chair Hege asked if it is known why communications stopped with Thompson Reuter, the software provider. Ms. Amery replied that it stopped at the Treasurer's office – he just didn't communicate with them.

Ms. Kamp went on to say that in Finding #3 revenue is not being posted monthly as it should be. She said it is tedious but doable and recommended that a tool be developed or an interface put in place. She said that the Finance Director cannot close her books until this work is done.

Ms. Kamp said that communication is broken – information flowing between Finance and the Treasurer's office has been stilted for the last several months and is now

WASCO COUNTY BOARD OF COMMISSIONERS
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completely broken down. She said this is one of the biggest hurdles – without overcoming the communication issue it will be difficult to fix the other issues. She said she does not know how they can make that happen.

Chair Hege asked if there is any indication that anyone outside of the Treasurer's Office is unwilling to work toward a resolution. Ms. Kamp said that they had talked to nearly every department in the County and found that the staff was conscientious and willing to work together toward a solution.

Ms. Kamp went on to say that the Treasurer is too isolated and continues to isolate himself further; it is worrisome behavior. She said that while they did not see anything that indicates the need for a fraud audit, the opportunity for wrongdoing is overwhelming. She said that the entire cash process is done with no oversight; checks and balances need to be inserted in the process. She said that the Board has requested that these be put in place but there has been no response from the Treasurer. She said it appears that the Treasurer is not able to keep up with the volume. She stated that if you cannot have separation of duties then there needs to be compensating processes. The County has made multiple attempts to communicate with the Treasurer and he does not respond. It appears that he is unable to keep up with the work because the work is not being done.

Chair Hege asked if it is too much work for one person. Ms. Kamp replied that the backlog is overwhelming but the day to day work is not too much for one individual. She said that there is a large amount of accounting work and an elected official may not have those skills. Some of those accounting tasks might need to be moved or automated as he is doing accounting work for which he is not qualified. She said that a system can be put in place that makes it easier to perform those tasks or the County can hire someone with an accounting background. She said that the non-statutory work of the Treasurer's Office should be moved to finance.

Chair Hege asked what the statutory requirements are for the Treasurer. Ms. Kamp responded that the statutes are vague and that a review should be done along with research. She said an employee would be more controllable – it is more difficult with an elected official.

Ms. Kamp said that other things that could be improved would be that the software not allow the changing of the receipt date – both the receipt date and posting date

WASCO COUNTY BOARD OF COMMISSIONERS
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should be the same. She stated that Ms. Morris has already taken steps to correct that. She said that for the most part, deposits should be turned over to the Treasurer daily with a cut off time for submission that would allow time for the Treasurer to make the deposit of funds. She said that when the department brings in the cash it should be counted and verified with a receipt issued by the Treasurer and signed by both the Treasurer and the Department representative.

Chair Hege asked Ms. Amery if she has similar documentation process. Ms. Amery said that she does but the Treasurer will not sign. She said that in the prior year there was a discrepancy that would have been caught had there been a receipt process been in place.

In summary, Ms. Kamp said that the County is ultimately responsible and this is a good opportunity to create some County-wide policies and Exhibit A (attached) has suggestions for those policies. She said that Ms. Morris already has a lot of good policies in place. She said that if the new policies are implemented, it would resolve all the issues and the work would get done. She recommended that the County hire someone to help get the backlog caught up.

Ms. Kamp said that the departments are doing a good job and have dedicated employees – they just need some policies and processes in place to document what they are already doing.

Chair Hege asked if anyone other than the treasurer is not willing to come to the table to work. Ms. Kamp replied that she believes everyone else wants to do this. He asked if it is her sense that the Treasurer wants to work with the County. Ms. Kamp replied that it is challenging. She said that his response to her question about finding a solution was that he will not quit but there are certain people he cannot work with. He did not have a solution.

County Counsel Kristen Campbell said that now that we have the report and recommendations the County can move forward. Ms. Kamp added that she believes that the County has tried to work to resolve this with the Treasurer for too long – the work needs to get done.

Mr. Stone noted that there is not a way to force the Treasurer to do the work so the remedy is to take those tasks out of that office, even the statutory tasks to be done and

then turned back over to the Treasurer. He said that he would like to be granted the authority to reassign the work so that the County can find a way to move forward.

*****The Board was in consensus to direct the Administrative Officer to move forward to hire someone to clear up the backlog in the Treasurer's Office and put processes in place for internal controls.*****

Commissioner Runyon said that we need to move the Treasurer back into the mainstream. Mr. Stone said that right now he does not want to create any hostilities by moving the Treasurer. Commissioner Runyon agreed but said that at some point they will need to look at making the move.

Chair Hege said that implementation of the recommendations needs to begin immediately. Commissioner Kramer suggested that a special session may need to be called in order to get the process started.

Mr. Stone said that in the short term the backlog needs to be caught up and in the long term the County needs to implement processes and procedures to prevent this from happening again. That longer term solution will require an examination of the structure and what tasks are done by the Treasurer.

Agenda Item – Transition Team Recommendation Continued

Mr. Stone said that if nothing else is accomplished today he would like to get some direction on the items and get the language solidified as the decision will play into the budget process.

Chair Hege said that the vacation banks and overtime are the smaller issues; he is concerned with the legal issue raised by Mr. Sherer. He said that the language used for the WCLEA transition may not be valid in this situation since there is not a union involved. Mr. Stone agreed saying that the discussion is what is important. Chair Hege said the way for an individual employee to opt out of the compensation policy would be to quit. He said that he doesn't feel like the employees want to reorganize and there needs to be a level of trust between management and staff; that atmosphere of mutual trust is important.

Commissioner Runyon said that any plan or policy is not permanent; things change over time as circumstances change. He said that he supports the limit on using banked vacation.

Chair Hege noted that there are a handful of employees who have banked vacation hours and are not part of this transition. That category of people is not required to use their banks by a deadline. He asked if there is a way to have everyone fall under the usage limitation. He said that the application of policies should be consistent across the board.

*****The Board was in consensus to direct that Ms. Morris, Mr. Stone and Ms. Urness meet to work out the vacation bank, overtime and transition language issues and bring it back to the Board at the April 1, 2015 session for a decision by the Board.*****

Chair Hege called a recess at 12:08 p.m.

The session reconvened at 12:12 p.m.

Chair Hege opened an Executive Session Pursuant to ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation.

The regular session reconvened at 12:36 p.m.

Commission Call

Chair Hege said that it may be worth the effort for the Board to push the transportation package in Salem. Commissioner Kramer agreed saying that they did away with the new funding formula. Commissioner Runyon noted they were one vote short of the necessary majority.

Commissioner Runyon said that the Board will need to be looking at the marijuana laws situation before long.

Chair Hege adjourned the meeting at 12:40 p.m.

Motions Passed

- **To approve Order #15-020 directing the Public Works Director to prepare his report on the proposed vacation of Cedar Street Extension and cul de sac.**
- **To approve the Wasco County Special Transportation Fund**

Discretionary Grant Fund for 5310 and Special Transportation Funding, authorizing Transportation Director Dan Schwanz to submit the applications electronically.

- **To approve the USDA Modification of Grant Agreement #12-LE-11060600-010.**

Consensus

- **For Information Systems to go forward with the planned lease of the oversize printer through the school purchasing program.**
- **To direct the Administrative Officer to move forward with the internal promotion process for the Planning and Public Works Directors.**
- **To move forward with the CIS insurance plan for the County.**
- **To sign a letter of support for the grant application to establish a scenic bike route.**
- **To direct the Administrative Officer to move forward to hire someone to clear up the backlog in the Treasurer's Office and put processes in place for internal controls.**
- **To direct that Ms. Morris, Mr. Stone and Ms. Urness meet to work out the vacation bank, overtime and transition language issues and bring it back to the Board at the April 1, 2015 session for a decision by the Board**

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott Hege, Commission Chair

Rod Runyon, County Commissioner

Steve Kramer, County Commissioner

Agenda Item

Budget Adjustments

- [Finance Request – 9-1-1 Adjustment](#)
- [Order #15-021 Contingency Transfer](#)
- [Finance Request – Facilities Adjustment](#)
- [Order #15-022 Contingency Transfer](#)

Date	03/06/2015	Department	911 Communications
Amount Requested	\$12,000	Requested By	Jeanne Pesicka
Description of Need	<p>Because of unanticipated employee absences and a tight operating budget, we are asking for a contingency transfer of \$12,000. This will be split with overtime and holiday/comp cash out costs. The cash out costs are a result of the same situations that create overtime. Some employees will bank their time rather than take overtime pay. However the banks are capped via contract and the employees are banking more than they are taking, resulting in cash outs.</p>		
Exp	<p>Line Item In: 220.16.5220.51602 – Overtime - \$4,500 Line Item In: 220.16.5220.51681 – Comp/Holiday Cashout - \$5,000 Line Item In: 220.16.5220.51701 – FICA - \$730 Line Item In: 220.16.5220.51602 – PERS - \$1,770</p>		
	<p>Line Item Out: 220.99.9220.57220 Contingency – \$12,000</p>		
Grant	<p>Rev Line Item:</p>		
	<p>Exp Line Item:</p>		
Signature	M Morris	order please	

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF TRANSFERRING)
\$12,000 FROM CONTINGENCY TO)
PERSONNEL SERVICES IN 911)
COMMUNICATIONS FUND)
ORDER
#15-021

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That unanticipated 9-1-1 employee absences created the need for increased overtime to be worked; and

IT FURTHER APPEARING TO THE BOARD: That the unanticipated increase of absences reduced the ability to use banked leave; and

IT FURTHER APPEARING TO THE BOARD: That banks are capped by contract and some of that banked time will be forced into pay-outs; and

IT FURTHER APPEARING TO THE BOARD: That Wasco County departments have been asked to run on tight operating budgets with Contingency available for unforeseen circumstances.

NOW, THEREFORE, IT IS HEREBY ORDERED: That \$12,000 in Contingency Funds be transferred from line item #202.99.9220.57220 into:

Line Item	Amount
#220.16.5220.51602 Overtime	\$4,500
#220.16.5220.51681 Comp/Holiday Cashout	\$5,000
#220.16.5220.51701 FICA	\$ 730
#220.16.5220.51602 PERS	\$1,770

during Fiscal Year 2014-2015.

DATED this 1st day of April, 2015

WASCO COUNTY BOARD
OF COMMISSIONERS

APPROVED AS TO FORM:

Scott C. Hege, Commission Chair

Kristen Campbell
Wasco County Counsel

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Date	03/13/2015	Department	Facilities
Amount Requested	\$4,370	Requested By	Fred Davis
Description of Need	<p>Due to the unanticipated break in a sewer line at Annex C and a vehicle hitting the fence at Annex A, Facilities Dept is in need of contingency funds to increase the budgeted amounts. The current amounts are not sufficient to pay for these larger unanticipated costs and the regular maintenance that was anticipated. To accommodate the cost of these unanticipated events, contingency is requested at the amount of \$4,370.</p>		
Exp	<p>Line Item In: 101.17.5121.52828 – Building Rep & Maint, Annex C-\$1,120 Line Item In: 101.17.5121.52815 – Building Rep & Maint, Annex A-\$3,250</p>		
	<p>Line Item Out: 101.99.9101.57101- General Fund Contingency – \$4,370</p>		
Grant	<p>Rev Line Item:</p>		
	<p>Exp Line Item:</p>		
Signature	M Morris	order please	

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF TRANSFERRING)
\$4,370 FROM CONTINGENCY TO) ORDER
MATERIALS & SERVICES IN GENERAL FUND) #15-022

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That an unanticipated break in a sewer line at Annex C and a vehicle collision with a fence at Annex A occurred in fiscal year 2014/2015; and

IT FURTHER APPEARING TO THE BOARD: That facilities does not have a budget sufficient to absorb the costs of repair for these two unanticipated incidents.

NOW, THEREFORE, IT IS HEREBY ORDERED: That \$4,370.00 in General Fund Contingency be transferred from line item #101.99.9101.57101 into:

Line Item	Amount
#101.17.5121.52828 Building Rep & Maint, Annex C	\$1,120
#101.17.5121.52815 Building Rep & Maint, Annex A	\$3,250

during Fiscal Year 2014-2015.

DATED this 1st day of April, 2015

WASCO COUNTY BOARD
OF COMMISSIONERS

APPROVED AS TO FORM:

Scott C. Hege, Commission Chair

Kristen Campbell
Wasco County Counsel

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Agenda Item
Wind Wave MOU

- [Planning Memo](#)
- [Wind Wave MOU](#)



Wasco County Planning Department

"Service, Sustainability & Solutions"

2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

Memorandum

To: Wasco County Board of County Commissioners:
Chairman, Commissioner Scott Hege
Commissioner Steve Kramer
Commissioner Rod Runyon

From: Angie Brewer, Director, Wasco County Planning Department

Date: March 24, 2015 for the April 1, 2015 Board of County Commissioner's Meeting

Subject: Reimbursement Agreement, WindWave, LLC

Greetings Commissioners Hege, Kramer, and Runyon:

On December 4, 2014 Wasco County Planning Department received an application from WindWave Communications, LLC to install a 6.7 mile fiber-optic line from the Deschutes River to the City of the Dalles.

Planning staff has reviewed the application materials and determined that the project meets the criteria for a "complex project," and is therefore subject to a \$76.00/hour review fee as identified in the Planning Department Fee Schedule. To accomplish this, the applicant must enter into a memorandum of understanding (MOU) outlining the terms by which the fee will be applied.

Planning Staff has coordinated the attached MOU with the Applicant, the Wasco County Finance Department and Wasco County Legal Counsel for your review. Staff requests that the Board of County Commissioners review and approve this document to enable review of the development proposed by WindWave, LLC.

/AB

Attachments: (1) Proposed MOU between WindWave, LLC and Wasco County

MEMORANDUM OF UNDERSTANDING
PAYMENT FOR WASCO COUNTY DEVELOPMENT REVIEW

This Memorandum of Understanding (MOU) is entered into between WASCO COUNTY, OREGON (County) and Windwave Technologies, Inc. dba Windwave Communications (Applicant) in order to provide review of Applicant's application for approval to place 6.7 miles of fiber-optic cable infrastructure underground in the right-of-way of Highway 30, Moody Road, and Fifteen Mile Road located in the federally designated Columbia River Gorge National Scenic Area (NSA), Wasco County, County File No. PLASAR-14-12-0022 (Application).

RECITALS

WHEREAS, the County Commissioner has adopted Order #14-002 (Fee Order) establishing fees for the review of a land use applications filed with the County's Planning Department; and,

WHEREAS, the Fee Order provides that a "Full Review" of an NSA application shall be charged a fee of \$1,500.00; and,

WHEREAS, the Fee Order also provides that applications determined by the Planning Director to be "Complex Projects" may be charged a fee of \$76/hr pursuant to the Policy and Process for Complex Projects incorporated into the Fee Order; and,

WHEREAS, the project occurs inside the Columbia River Gorge National Scenic Area;

WHEREAS, the Planning Director has deemed the Application a "Complex Project"; and,

WHEREAS, upon the filing of its Application on December 4, 2014, Applicant tendered to County the NSA Full Review fee of \$1,500.00 (initial application fee); and,

WHEREAS, County and Applicant desire to enter into this MOU to establish the terms by which Applicant will compensate County for its actual costs incurred to complete the review and process the Application in a timely manner;

NOW, in consideration of the mutual promises and consideration contained herein, County and Applicant agree as follows:

Applicant agrees to the following:

1. Provide County with the application materials to process the Application pursuant to the relevant provisions of the Wasco County Land Use & Development Ordinance.
2. Reimburse the County's Planning Department at a rate of \$76 per hour for all costs actually incurred by County on or after December 4, 2014 in connection with the review of the Application, subject to the following:
 - a. Applicant's Initial Application Fee shall serve as a deposit for the first 19.75 hours of the County's review.
 - b. In the event the County requires more than 19.75 hours to review the Application, Applicant will reimburse the County for each additional hour required for review, such reimbursement to be made within 10 business days of receipt of County's Monthly Hours Log described below.
 - c. All review fees shall be paid prior to the County's issuance of a Notice of Decision.
 - d. The total amount of review fees shall not exceed \$10,000.00 (131.6 hours).
 - e. If mutually agreeable to the parties, this MOU may be amended to provide for the payment of additional review fees, the amount of such additional fees to be determined at time of amendment. Any request by the County for an amendment of this MOU for the payment of additional fees shall be in writing and state with reasonable specificity the amount of additional time needed and the tasks to be performed. Any mutually agreeable amendment of this MOU shall be in writing and signed by authorized representatives of the respective parties.

County will use its best efforts to dedicate:

1. Dedicate appropriate resources to process the specific land use application in a timely manner consistent with applicable statutory deadlines.
2. Within 10 days of the close of a calendar month, provide applicant with notice of the actual hours spent reviewing the Application during the prior month along with a reasonably detailed description of the work performed (Monthly Hours Log). The Monthly Hours Log for December 2014 through March 2015 shall be due within 5 business days of the execution of this MOU.
3. Return any portion of Applicant's deposit that remains after the County's review.

This MOU, consisting of the above referenced conditions, is entered into on the date it is executed by both parties and will remain in effect until the County makes a final decision on the Applicant's request.

Windwave Communications

Pat Lauritsen, General Manager

Date

WASCO COUNTY, OREGON

Chairman of the Board
Wasco County Commissioner Scott Hege

Date

Wasco County Commissioner Steve Kramer

Wasco County Commissioner Rod Runyon

Agenda Item
Boat House IGA

- [Introductory Email](#)
- [Boat House IGA](#)



Kathy White <kathyw@co.wasco.or.us>

Fwd: Boathouse IGA

1 message

Lane Magill <lanem@co.wasco.or.us>
To: Kathy White <kathyw@co.wasco.or.us>

Tue, Mar 17, 2015 at 8:43 AM

Kathy,

Could you please put this on the BOC agenda for April 1st as a discussion item. I don't think the BOC will want to vote on it until legal gets a chance to go over it but we do want to discuss it for sure. If you could let me know if I'm on the agenda for sure I would appreciate it so I can let the Port of The Dalles know.

I'm not sure how long I need but as of now I would assume 30 minutes.

Thanks
Lane

----- Forwarded message -----

From: **Andrea Klaas** <andrea@portofthedalles.com>
Date: Mon, Mar 16, 2015 at 4:32 PM
Subject: Boathouse IGA
To: lanem@co.wasco.or.us

Hi Lane:

At this month's port meeting the commission approved this IGA and asked that I forward it to you. If you have any questions, please call.

Andrea Klaas, Executive Director
Port of The Dalles
3636 Klindt Drive
The Dalles, OR 97058

o: 541-298-4148 x201
c: 541-980-6953
e: andrea@portofthedalles.com
www.portofthedalles.com

—
Lane Magill
Chief Deputy
Wasco County Sheriff's Office
The Dalles Oregon
541-506-2592 (Desk phone)
541-506-2580 (Main desk phone)
lanem@co.wasco.or.us

INTERGOVERNMENTAL AGREEMENT BETWEEN
PORT OF THE DALLES
AND WASCO
COUNTY
RE: DISPOSITION OF SHERIFF'S BOATHOUSE

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 1st day of April, 2015, by and between the PORT OF THE DALLES, an Oregon municipal corporation, hereinafter call the "Port" and the WASCO COUNTY, hereinafter called "COUNTY"; each of which may also be referred to herein individually as a "Party" and collectively as the "Parties".

The purpose of this agreement is to create a partnership between the Parties for the use and upgrade of the Wasco County Sheriff's boathouse.

RECITALS:

1. WHEREAS, the Parties are mutually interested in having a boathouse on the Columbia River; and
2. WHEREAS, the Wasco County Sheriff's Department no longer needs 365 day use of their boathouse; and
3. WHEREAS, the Port has the need of covered storage for its work boat and guest services facility; and
4. WHEREAS, the Port is willing to upgrade the boathouse; and
5. WHEREAS, the Parties desire to work together .

NOW, THEREFORE IT IS AGREED by the Parties as follows:

1. The COUNTY will allow the Port to move the boathouse from its existing location to a space near the main walkway, at the Port's expense.
2. The Port, at its own expense, will fix and repair the boathouse so that it is usable for both boat storage and as an on-water office space for the Harbor Master.

3. The Port will pay for all expenses associated with the boathouse, which may include utilities, insurance and ongoing maintenance.
4. The Port acknowledges that from time to time there may be the need for the Wasco County Sheriff's Department to use the boathouse; the Port will make all necessary accommodations to make this possible.
5. This Agreement is effective when approved by the Port of The Dalles Commission and executed by the authorized Port official and Wasco County Commission approving same, by and through its Commission, and executed by its authorized official, shall be then deemed adopted and in effect.
6. Either party may terminate this Intergovernmental Agreement by providing the other with at least sixty (60) days prior written notice.

Subject to the limitations set forth in the Oregon Tort Claims Act and the Oregon Constitution, the Port agrees to indemnify, hold harmless the County, and their respective commissioners, directors, officers, and employees from and against, and to reimburse the County for all claims, actions, damages, injuries, costs, loss, or expenses incidental to the investigation and defense thereof, arising out of the acts or omissions of the Port, its agents, contractors, or employees.

IN WITNESS WHEREOF, the Port and Wasco County have executed this Agreement the day and year first above written.

PORT OF THE DALLES:

WASCO COUNTY
BOARD OF COMMISSIONERS:

Andrea Klaas, Executive Director
Port of The Dalles

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Agenda Item Fee Schedule

- [Memo](#)
- [Ordinance #15-001 Amending the Wasco County
Fee Schedule](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: 2015 FEE SCHEDULE ORDINANCE
DATE: 3/26/2015

BACKGROUND INFORMATION

Very few changes have been requested for the 2015 Fee Schedule. The Assessor's Office has asked to strike one sentence in Section (H)(2); they will no longer be applying this fee if a disqualification is made.

In addition, legal fees have been added with a stipulation for notice before doing any requested work that will include legal fees.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF AMENDING WASCO)
COUNTY'S UNIFORM FEE SCHEDULE FOR) ORDINANCE
VARIOUS COUNTY DEPARTMENTS) #15-001

THE BOARD OF COMMISSIONERS OF WASCO COUNTY OREGON DOES
ORDAIN AS FOLLOWS:

Section 1. PURPOSE

The purpose of this Ordinance is to amend established uniform fees to be collected by Wasco County Departments for performing the service required or necessitated by various state statutes.

Section 2. AUTHORITY

The Ordinance is enacted pursuant to the authority granted to general law Counties by ORS 203.035 and by Chapter 833 in the 1979 Oregon Laws.

Section 3. FEE SCHEDULE

The following fees shall be charged and collected by the indicated Department before the filing, recording or copying of subject documents shall be completed:

(A) WASCO COUNTY DEPARTMENTS

- (1) The fee for photocopies shall be \$0.25 per sheet for 8.5 x 11" paper and 8.5 x 14" paper.

- (2) The fee for photocopies shall be \$1.00 per sheet for 11 x 17" paper or larger
- (3) The fee for computer screen printout shall be \$0.25 per sheet
- (4) The fee for electronic copies shall be \$0.25 per page
- (5) The fee for providing content on media discs shall be \$15.00 per disc.
- (6) The research fee shall be \$40.00 per hour, with one hour minimum.
- (7) The computer report fee shall be \$40.00 plus actual printing and materials cost.
- (8) The fee for computer labels shall be \$40.00 plus actual printing and materials cost.
- (9) The fee for fax transmissions shall be \$3.00
- (10) The fee for electronic information services shall be \$40.00 per hour with a one hour minimum.
- (11) The Fee for micro-fiche and micro-film copies shall be \$0.50 per sheet.
- (12) The fee for color photocopies shall be \$1.00 per sheet.
- (13) The fee for a copy of the Wasco County Budget shall be \$20.00.
- (14) **The actual cost of attorney's time incurred by the County for reviewing, redacting and segregating public requests will be billed at the current rate being charged to the County for legal services. Notice will be provided to requester prior to engaging legal counsel in fulfillment of any request.**

(B) WASCO COUNTY SURVEYOR'S OFFICE

- (1) The fee for performing the services set forth in ORS 209.260 shall be \$150.00 for the filing and indexing of a new map of a survey (no limit on size or number of sheets).

- (2) The fee for Blue Line Printing shall be \$0.30 per sq. ft. (\$1.00 minimum).
- (3) The fee for the Surveyor to check partition plats, property line adjustment plats, and replats shall be \$400.00
- (4) The fee for the Surveyor to check subdivision plats and subdivision replats shall be \$525.00 per plat plus \$50.00 per building.
- (5) The fee for the Surveyor to check condominium plats shall be \$525.00 per plat plus \$50.00 per building.

(C) WASCO COUNTY YOUTH SERVICES DEPARTMENT

- (1) The fee for formal probation shall be \$30.00 per charge or group of charges occurring on the same date.
- (2) The fee for informal probation shall be \$10.00 per charge or group of charges occurring on the same date.
- (3) The fee for all urine analysis tests shall be \$10.00 with an additional \$5.00 fee for all tests resulting in a positive finding for control substances.
- (4) The fee for all first referrals of minor in possession of alcohol shall be \$100.00.
- (5) The fee for probation violation upheld by a Court filing shall be \$50.00.
- (6) The fee for completing and filing expunctions shall be \$60.00.

(D) WASCO COUNTY CLERK'S OFFICE

- (1) The fee for performing the services set forth in ORS 92.090, 92.100 and 271.230 and 205.350 shall be as follows:
 - (a) For approval by the Board of County Commissioners, County Assessor and County Treasurer of any plat, the County Clerk shall collect \$10.00 for each Department's approval.

- (2) For recording and indexing any plat, the County Clerk in whose office the deeds of the County are kept, shall charge as follows:
 - (a) For plats containing 20 lots or less - \$35.00
 - (b) For plats containing over 20 lots - \$50.00
 - (c) For more than one sheet per plat - \$5.00 per additional sheet.
 - (d) For partition plats - \$35.00
- (3) The fee for performing the services set forth in ORS 271.230(2) for the services of the County Surveyor for marking the record upon the original plat shall be \$15.00 to be collected by the County Clerk and paid to the County Surveyor.
- (4) The fee for a transcript from the County Clerk lien docket to Circuit Court shall be \$10.00 which is set forth in ORS 205.320(13).
- (5) The fee for performing the services set forth in ORS 517.030 shall be \$5.00 per page paid to the County Clerk who shall immediately pay over said sum to the County Treasurer.
- (6) The fee for performing the services set forth in ORS 517.220 shall be \$5.00 per page.
- (7) The fee for performing the services set forth in ORS 517.290 shall be \$5.00 per page.
- (8) The fee for performing the services set forth in ORS 471.166(7) for on-site or temporary off-premises liquor license application recommendation shall be \$25.00 per license.
- (9) The fee for staff to act as witness to a marriage shall be \$15.00 per witness.
- (10) The fee for a time waiver for a marriage license shall be \$15.00.
- (11) The fee for amending a filed record of marriage or marriage certificate shall be \$25.00.

- (12) The fee for “Certificate of Consent to Marriage of a Minor” shall be \$15.00.
- (13) The fee to reissue a Marriage License shall be \$25.00.
- (14) The fee per document assessed the Affordable Housing fee of \$15.00 for the fee collections services provided by Wasco County on behalf of the Oregon Housing and Community Services Department, as required by ORS 205.323(1)(c) shall be \$1.00 to be deposited into the general fund Clerk’s Fees (101.15.5115.411.124).

(E) WASCO COUNTY SHERIFF’S OFFICE

- (1) The fee for providing a copy of a crime report shall be \$5.00 per request, plus \$0.50 per page.
- (2) The fee for providing a copy of an accident report shall be \$5.00 per request, plus \$0.50 per page.
- (3) The fee for taking a complete set of fingerprints and providing an inked set shall be \$15.00 per card.
- (4) The fee for providing copies of cassette tapes or audio CDs shall be \$10.00 per tape or \$15.00 per CD.
- (5) The fee for photographs shall be \$10.00 per roll or \$15.00 per CD.
- (6) A deposit of \$750.00 shall be required for Real Property Foreclosure Sheriff’s Sales. Applicants shall be billed for actual costs.

(F) WASCO COUNTY FINANCE OFFICE

- (1) The fee for placing a stop payment on a Wasco County issued check shall be \$33.00 per check.
- (2) The fee for a returned item (non-sufficient funds, account closed, etc.) deposited to a Wasco County bank account shall be \$25.00 per check.

(G) WASCO COUNTY COMMUNITY CORRECTIONS DEPARTMENT

- (1) The fee for Monitored Bench Probation placement and supervision shall be a \$120.00 (one-time fee).
- (2) The fee for Monitored DA Diversion placement and supervision shall be \$120.00 (one-time fee).
- (3) The fee for DUII evaluation and compliance monitoring shall be \$990.00 (one-time fee).
- (4) The fee for interstate compact transfer request processing (Oregon as the sending State) shall be \$50.00 (one-time fee).
- (5) The fee for active parole and/or probation supervision shall be \$35.00 per month.
- (6) The fee for community service work program evaluation, placement and monitoring shall be \$35.00.
- (7) The fee for laboratory drug testing fees shall be (a) \$15.00 (per sample) for in-lab tests (b) \$7.50 for instant tests.
- (8) The fee for DNA sample draw and processing shall be \$10.00 (one-time fee).
- (9) The fee for inter-county transfer request processing (Wasco County as the sending County) shall be \$25.00 (one-time fee).
- (10) The fee for electronic home detention program placement and monitoring shall be \$8.00 per day.
- (11) The fee for photocopy material requested shall be \$1.00 per sheet.
- (12) The fee for a Trip Permit to travel out of state shall be \$3.00 per each trip permit issued.
- (13) The fee for providing a Department of Motor Vehicle (DMV) Letter shall be \$10.00.
- (14) The fee for a Non-Departmental Drug Screen shall be \$45.00.
- (15) The one-time set-up fee for non-departmental electronic monitoring shall be \$250.00.

- (16) The fee for non-departmental electronic monitoring shall be \$55.00 per day.

(H) WASCO COUNTY DEPARTMENT OF ASSESSMENT AND TAX

- (1) The fee for mapping changes and new plates shall be \$540.00.
- (2) The fee for calculating farm/forest disqualifications shall be \$40.00, minimum hourly fee per account. ~~To be applied against penalty if the account is disqualified within 90 days.~~
- (3) The fee for certifying true copies shall be \$5.00.
- (4) The fee for completing and processing the change of ownership status for a manufactured structure in the LOIS System to “Exempt From Title” shall be \$55.00. If a Title Company completes the forms and presents the compiled documents to the Tax Collector for review and processing the fee shall be \$25.00.

(I) WASCO COUNTY PUBLIC WORKS

- (1) The fee for filing a Road Vacation Petition shall be \$500.00 per petition.
- (2) A deposit of \$1,000.00 shall be required for processing and inspecting of a motor vehicle road rally. Applicants shall be billed for actual costs.
- (3) A non-refundable Mass Gathering Permit fee of \$500 plus any costs beyond this amount for additional staff time necessary for further administration and inspection of the permitted event.

(J) WASCO COUNTY PLANNING DEPARTMENT

- (1) Planning Department Fees shall be charged as outlined in Exhibit 1 of this Ordinance.

(K) WASCO COUNTY INFORMATION SERVICES DEPARTMENT

- (1) The Hourly Service Fee for services rendered shall be \$120.00 per hour.

SECTION 4 – ENACTMENT PROVISIONS (1)

(1) CONFORMANCE WITH LAW

Except as expressly provided herein, this Ordinance shall in no way be a substitute for or eliminate the necessity of conforming with any and all State and Federal laws, rules and regulations including but not limited to the payment of all other fees required by law and other Ordinances which are now or may be in the future in effect which relate to the requirements provided in the Ordinance.

(2) SEPARABILITY

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portion of this Ordinance.

(3) EFFECTIVE DATE

This Ordinance shall take effect on July 15, 2014, upon its adoption.

Regularly passed and adopted by the Board of Commissioners of the County of Wasco, State of Oregon, by a ____ to ____ vote on this 15th day of April, 2015.

ATTEST:

WASCO COUNTY BOARD
OF COMMISSIONERS

Kathy White
Executive Assistant

Scott C. Hege, Commission Chair

APPROVED AS TO FORM:

Rod L. Runyon, County Commissioner

Kristen Campbell
Wasco County Counsel

Steven D. Kramer, County Commissioner

EXHIBIT 1

Wasco County Planning Department Fees

Effective July 15, 2015 per Wasco County Ordinance #15-001

Credit Cards Accepted with Additional Processing Fee

Consolidated Permit Process: For applications requiring more than one type of review, the full fee shall be paid for the primary/most expensive review and 50% for each additional review.

Type I fees accompanying Type II-IV reviews will be waived.

Type I - Ministerial	Fee
Address – New or Change	\$125
Land Use Verification Letter (Not Involving Land Use Decision)	\$150
Non-Structural Sign-Off – MNN (e.g., LUCS)	\$90
Structural Without Land Use Application – MNS	\$276
Telecommunications Tower - Collocation	\$1,600

Type II - Administrative	Fee
Conditional Uses	
• Aggregate and Other Subsurface Resources	\$2,500
• Dwelling, Non-Farm	\$1,600
• Farm Ranch Recreation	\$1,600
• Other	\$1,000
• Power Generating Facility (EFSC approval and required review)	\$76/hr
• Power Generating Facility (Commercial)	\$5,000 + \$1,000/tower
• Power Generating Facility (Non-Commercial)	\$1,600 + \$1,000/tower
Extension of Time for Land Use Approval	\$475
Legal Parcel Determination	(\$76/hr if deemed complex project) \$500
LUDO Interpretation or Similar Use Determination	\$76/hr
Major Modification of Approval (notice is required)	\$76/hr
National Scenic Area (NSA)	
• Expedited (Used listed in Section 3.110 of Wasco County NSALUDO)	\$600
• Expedited (Removal or Demolition)	\$300
• Full Review (Fences and Accessory Structures Less Than 500 SQ)	\$1,000
• Full Review	\$1,500
Non-Conforming Use Review (verification, restoration or alteration)	\$600
Partition, Property Line Adjustment, or Replat (not involving public or private roads)	\$2,050
Site Plan Review (parking, loading, and home occupations)	\$600
Subject to Standards	
• Aggregate Overlay Significant Determination	\$600
• Dwelling (Accessory, Large Tract Forest, Lot-of-Record, Primary, Relative)	\$1,300
• EPDs (Environmental Protection Districts)	\$650
• Guest House	\$500
• Other	\$650
• Utility Facilities Necessary for Public Service	\$2,500
Temporary Use Permit	\$700
Temporary Use Permit Renewal (e.g., Medical Hardship Dwelling)	\$400
Variance (Administrative) – Less Than 50% Deviation From Stated Standard	\$700

Type III Action – Planning Commission	Fee
Appeal to Planning Commission: ORS 215.416(11)(b); full refund if upheld	\$250
Mobile Home Park / RV Park	\$2,100
Other Reviews Directed to Planning Commission by Ordinance	\$1,500
Partition, Property Line Adjustment, or Replat (involving public or private roads approvals)	\$2,450
Planned Unit Development – Preliminary/Final Plat Review	\$3,600/\$950
Subdivision – Preliminary/Final Plat Review	\$4,100/\$950
Variance – 50% or Greater Deviation From Stated Standard	\$1,000

Type IV Action – Board of County Commissioners	Fee
Appeal to Board of Commissioners	\$1,200
Comprehensive Plan Amendment	\$1,800
Goal Exception	\$1,700
Zone Change	\$1,700
LUDO Text Amendment	\$1,800
Open Space Lands Tax Assessment	\$900
Road Dedication	\$900
Road Naming/Re-Addressing (full fee + half fee for each address changed); not land use decision	\$200
Subdivision Lot Line Vacation per ORS 368.326	\$1,000

Miscellaneous	Fee
Amendment to Land Use Application Request (after pre-notice; prior to approval)	\$350
Complex Projects – As Determined by Planning Director (See Policy and Process)	\$76/hr
Continuance/Extension Request of Planning Commission or Board Hearings	\$500
LUBA Remand and Review	\$300
Outdoor Mass Gathering	
• Less than 3000 people	\$2,500
• 3,000 or more, or 120 hrs or more	\$4,500
Pre-Application Conference - <i>\$250 of the \$500 applies towards land use application if applied for within 90 days of conference.</i>	\$500
Research / Records Request	\$45/hr
Withdrawal of Application - Refunds	
• Before completeness is determined	75% Total
• After completeness is determined	50% Total
• After Pre-Notice or Notice of Decision is mailed	No Refund
Withdrawal of Appeal After Received	No Refund
Worked Commenced Without Required Land Use Approval	Additional 50% of Total Review Fee
Worked Commenced in NSA Without Required Land Use Approval	Additional 100% of Total Review Fee

Code Compliance	Fee
Administrative Overhead hourly rate	\$50/hr
Appeal to Hearing's Officer	\$500
Continued Non-Compliance	\$50/month
Recordation of Compliance Document	\$61
<i>Other compliance penalty charges exist as established in Compliance Ordinance (WCCNAO)</i>	

POLICY & PROCESS

- MNN: There is no fee for LUCS issued with a building permit.
- MNS: Examples include building permits, manufacture home placement permit and agricultural exempt permit applications.

- Fee Waivers:
 - 1) **Applicability**: A Fee Waiver is applicable to Planning Department fees only. All “Other Departmental Fees” must be paid in full or documentation provided that they have been waived, at the time of application submittal.
 - 2) **Ministerial Sign off with Administrative Review**: If an applicant pays for and receives approval of Type II (Administrative/Discretionary) review, all ministerial sign offs associated with that review shall be waived. This includes Building Permit Application, Manufactured Home Placement Permit Application, Agricultural Exempt Permit Application, Land Use Compatibility Statement, Water Rights Application, and Department of State Lands Permit Application.
 - 3) **Organizations – Type I & Type II**: Organizations that have general Planning Department Fee Waiver for Type I – Ministerial applications include: Wasco County Departments, cities within Wasco County, Special Districts, MCCOG, MCCED, CGCC, NRCS, emergency services and Habitat for Humanity. There will be no Fee Waiver for Type II – Administrative applications.
 - 4) **Individuals**: Any individual may request a Fee Waiver from the Planning Director of any development review or appeal fees. To be granted a waiver (or portion of a fee waiver) an individual must provide documentation of household income at or below 150% of the federal poverty level. To prove a hardship, applicants must provide federal tax returns, pay stubs or annual benefit statements. Assistance will be provided based on the availability of funding. Waivers must be approved and granted by the Planning Director prior to submittal of an application or appeal.
 - 5) **Appeal**: Any organization or individual may appeal the Planning Director’s decision not to grant a Fee Waiver (or portion thereof) to the Board of County Commissioners.

- Complex Projects: Complex projects involve more resources of the planning and other county departments due to their complexity and their overall impacts on the community. As such, complex projects may even require the hiring of outside assistance. For these types of large-scale projects that require a great deal of departmental resources to review, the county will require the applicant to sign a memorandum of agreement to compensate the county for actual costs incurred to complete the review and process in a timely manner. The agreement shall include details with regards to deposit and the scheduling of payments. If an applicant refuses to enter into a memorandum of agreement or if the applicant and the county fail to reach an agreement, the application will not be processed.

Agenda Item
Transition Team Recommendations

- [Email](#)



Kathy White <kathyw@co.wasco.or.us>

Transition Progress

1 message

Judy Urness <judyu@co.wasco.or.us>

Fri, Mar 20, 2015 at 11:19 AM

To: Brandon Jones <brandonj@co.wasco.or.us>, Chris McNeel <chrism@co.wasco.or.us>, Dan Boldt <danb@co.wasco.or.us>, Gene Scherer <genes@co.wasco.or.us>, Jaime Solars <jaimes@co.wasco.or.us>, Jauken Jessica <Jessica.Jauken@cc.doc.state.or.us>, Kathy White <kathyw@co.wasco.or.us>, Monica Morris <monicam@co.wasco.or.us>, Patricia Neighbor <patrician@co.wasco.or.us>, Patty Latham <pattyl@co.wasco.or.us>, Paul Bowers <paulb@co.wasco.or.us>, Scott Little <scottl@co.wasco.or.us>

Hello Everyone,

Dan and I met with Monica yesterday and we made great progress. The overtime draft language is as follows:

OVERTIME: Consistent with the federal Fair Labor Standards Act (FLSA), hours worked in excess of 40 hours per week shall be paid at the rate of 1-1/2 the normal pay

An exception to this occurs when a department director requests an employee to stay longer than the regularly scheduled workday shift during a week when the employee works less than 40 hours. This exception shall be approved by the department director and only in response to a department emergency.

Monica is also working on language that will allow employees to keep their vacation banks until they leave the County. It is my understanding that employees will still have the option at the time of transition to decide whether to cash out or keep them and use them as time and then cash out at the time the employee leave the county. This cash out will be at the pay rate at the time of traisition.

If you have any questions or suggestions please let me know and if we need to schedule a meeting we can try to do that, but we would need to do that quickly. We are hoping to have a special session with the Commissioners next week to get this finalized.

Thank you!

Judy Urness
Wasco County Victim Services
541.506.2685
541.506.2681 fax

Agenda Item
Outdoor Mass Gathering Permit Application
Public Hearing

- [Summary Staff Report](#)
- [Hearing Presentation](#)
- [Final Application](#)
- [Order 15-024 Approving/Disapproving Permit](#)



Wasco County Planning Department

"Service, Sustainability & Solutions"

2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

SUMMARY OF INFORMATION

Prepared for Wasco County Board of Commissioners Hearing

FILE # PLAOMG-14-12-0003

HEARING DATE: April 1, 2015

PUBLISH DATE: March 23, 2015

REQUEST: Outdoor Mass Gathering permit for a music and art festival entitled "SOAK 2015," (also known as "Burning Man Portland") to be held May 21-25, 2015. Estimated attendance is 1,300 including staff and volunteers.

Note: SOAK, LLC is in the process of becoming a non-profit organization. As a result, the name of the organization and event may change.

RECOMMENDATION: **Approval**, with conditions

APPLICANT/OWNER INFORMATION:

Applicant: SOAK, LLC, 555 SE 99th Ave. Ste. 201, Portland, OR 97216

Owner: Fred Justesen and Jonnie Justesen, Justesen Ranch Recreation, 59720 Twin Lakes Road, Grass Valley, OR 97029.

PROPERTY INFORMATION:

Located in the White River canyon, along Jake Davidson Grade Road, immediately south of Tygh Valley, Oregon. More specifically described as:

<u>Existing Tax Lots</u>	<u>Acct#</u>	<u>Acres</u>
4S 13E 10 800	10464	126.06
4S 13E 15 100	10445	67.29
4S 13E 15-16 2200	12314	163.62

ATTACHMENTS:

- A. Options & Staff Recommendation
- B. Recommended Conditions
- C. Maps (vicinity map and site plan)
- D. Staff Report
- E. Oregon Department of Forestry Wildfire Prevention Recommendations

ATTACHMENT A – OPTIONS & STAFF RECOMMENDATION

Under ORS 433.750, the Board of County Commissioners is the only body authorized to issue an outdoor mass gathering permit in Wasco County. While Wasco County has exercised its authority to expand the definition of outdoor mass gathering, the only applicable regulations are those contained in ORS 433.735 to 433.770 and OAR 333 Division 39.

The following Staff Report provides important background information and addresses the applicable standards. After reviewing the applicable regulations, Staff has identified the following four options for consideration by the Board of County Commissioners.

Board of County Commissioner Options:

- 1. Approve** the application for an Outdoor Mass Gathering, and accept the proposed conditions and findings contained in the Staff Report.
- 2. Approve** the application for an Outdoor Mass Gathering with amended findings and conditions.
- 3. Deny** the application with amended findings that the request does not comply with the applicable health and safety regulations contained in ORS 433.735 to 433.770 and OAR 333 Division 39
- 4. Continue** the hearing, to a date and time certain, if additional information is needed to determine whether applicable standards and criteria are sufficiently addressed.

Staff Recommendation:

Staff recommends **Option 1** – Approve the application for an Outdoor Mass Gathering, and accept the proposed conditions and findings contained in the Staff Report (**Attachment D**).

ATTACHMENT B – RECOMMENDED CONDITIONS

The full staff report with all proposed findings of fact and conclusions of law is enclosed as **Attachment D** and was available at the Wasco County Planning Department for review one week prior to the April 1, 2015 hearing. The full staff report is made a part of the record. This summary does not supersede or alter any of the findings or conclusions in the staff report, but summarizes the results of Staff's review and recommendation. The request and subsequent decision do not constitute land use decisions, as governed by Oregon law. All applicable standards are addressed in **Attachment D**.

Subject to the proposed findings contained in **Attachment D**, Staff recommends the following **conditions of approval**:

- A. Applicant and property owners shall comply with the application as reviewed and approved by the staff report, which is available at the Wasco County Planning Department. This report details the restrictions on aspects of the proposed development including but not limited to location, dimensions and use. This decision does not constitute tacit approval for any other development or use.
- B. **Location:** Event shall only occur on Wasco County tax lots 4S 13E 10 800; 4S 13E 15 100; and 4S 13E 15-16 2200 and may not occur on adjacent lands owned by the Bureau of Land Management (BLM) or any other individual or organization whose signature was not obtained for the application. At the request of BLM staff and to demonstrate compliance, the applicant shall:
 - i. Provide a revised site plan to clarify the location of the event activities.
 - ii. Install temporary fencing to prevent event attendees from accessing BLM lands.
 - iii. Coordinate a three site visits with BLM staff: (1) before the event to inspect the condition of BLM lands and the location of the temporary fencing, (2) during the event to ensure there is not unauthorized use of BLM lands, and (3) after the event to confirm resource impacts and the removal of the temporary fence.
- C. **Attendance:** Maximum attendees for SOAK 2015 shall be 1,300, including staff and volunteers necessary to operate the event safely and effectively, as described in **Attachment D**.
- D. **Insurance:** Applicant shall maintain a Commercial General Liability Insurance policy of not less than \$1,000,000 specific to SOAK 2015, and naming Wasco County, its officers, agents, volunteers, and employees as an additional insured for the duration of the event and event clean up.
- E. **Water Supply:** Applicant shall comply with OAR 333-039-0015 that requires 12 gallons of water are available per person, per day of the event and 5 gallons of water are stored per person, per day, as described in **Attachment D**.
- F. **Water Supply System Construction, Maintenance, and Design:** The temporary water system shall be inspected by Wasco County or partner agencies prior to the event for compliance with OAR 333-039-0015(3)(a) through (3)(l).

- G. **Water Quality:** On-site well water source shall be tested for bacterial and chemical requirements pursuant to OAR 333-039-15(2) within 45 days before the event.
- H. **Water Quality:** All transport of water shall follow the standards contained within the *2008 Drinking Water Hauling Guidelines*. Documentation shall be provided by the applicant to demonstrate compliance with these guidelines, including the forms supplied by the State/North Central Public Health District to track chlorine levels of potable water when delivered. The chlorine that is being used to increase the chlorine levels needs to be and NSF certified product. There should a copy of that on hand when the inspection takes place.
- I. **Grey Water:** No grey water is anticipated by the applicant. In coordination with the North Central Public Health District, the applicant shall develop a plan for unanticipated grey water storage needs.
- J. **Refuse Storage and Disposal:** The applicant anticipates minimal refuse storage and disposal needs. Given that the event spans a holiday weekend, the applicant shall provide a plan for unanticipated refuse storage and disposal that is consistent with OAR 333.039.0030.
- K. **Food and Sanitary Food Service:** No food vendors are proposed. If that changes, all food vendors shall comply with the applicable food and sanitary food service requirements listed in OAR 333-039-0035 and shall make themselves available for inspection during the event. Furthermore, only vendors with valid licenses, as provided by the Oregon Health Authority, shall be contracted to prepare and provide food for the event.
- L. **Emergency Medical Facilities:** Applicant shall implement proposed emergency medical services outlined in the November 14, 2014 letter from CrackerJack First Response Specialists. The applicant shall confirm any additional emergency medical services required or recommended by the local fire and emergency service providers having jurisdiction, and the North Central Public Health District.
- M. **Fire Protection:** The applicant shall secure written statements from the local fire protection agency having jurisdiction that fire protection and fire safety access complies with state and local laws, ordinances and regulations and is satisfactory with respect to anticipated crowds and location.
- N. **Fire Protection:** The applicant shall comply with the recommendations provided by the Oregon Department of Forestry letter (**Attachment E**).
- O. **Security Personnel:** At least one Department of Public Safety Standards and Training (DPSST) certified supervisor must be on shift at all times.
- P. **Security and Personnel:** Within event staff, a single point of contact must be clearly identified for security and law enforcement. Contact information for this individual shall be provided to the Wasco County Sherriff Department prior to the event.
- Q. **Security and Personnel:** Applicant shall coordinate radio frequencies to be used during the event with the Wasco County Sherriff Department to prevent disruption of local emergency service provider communications.

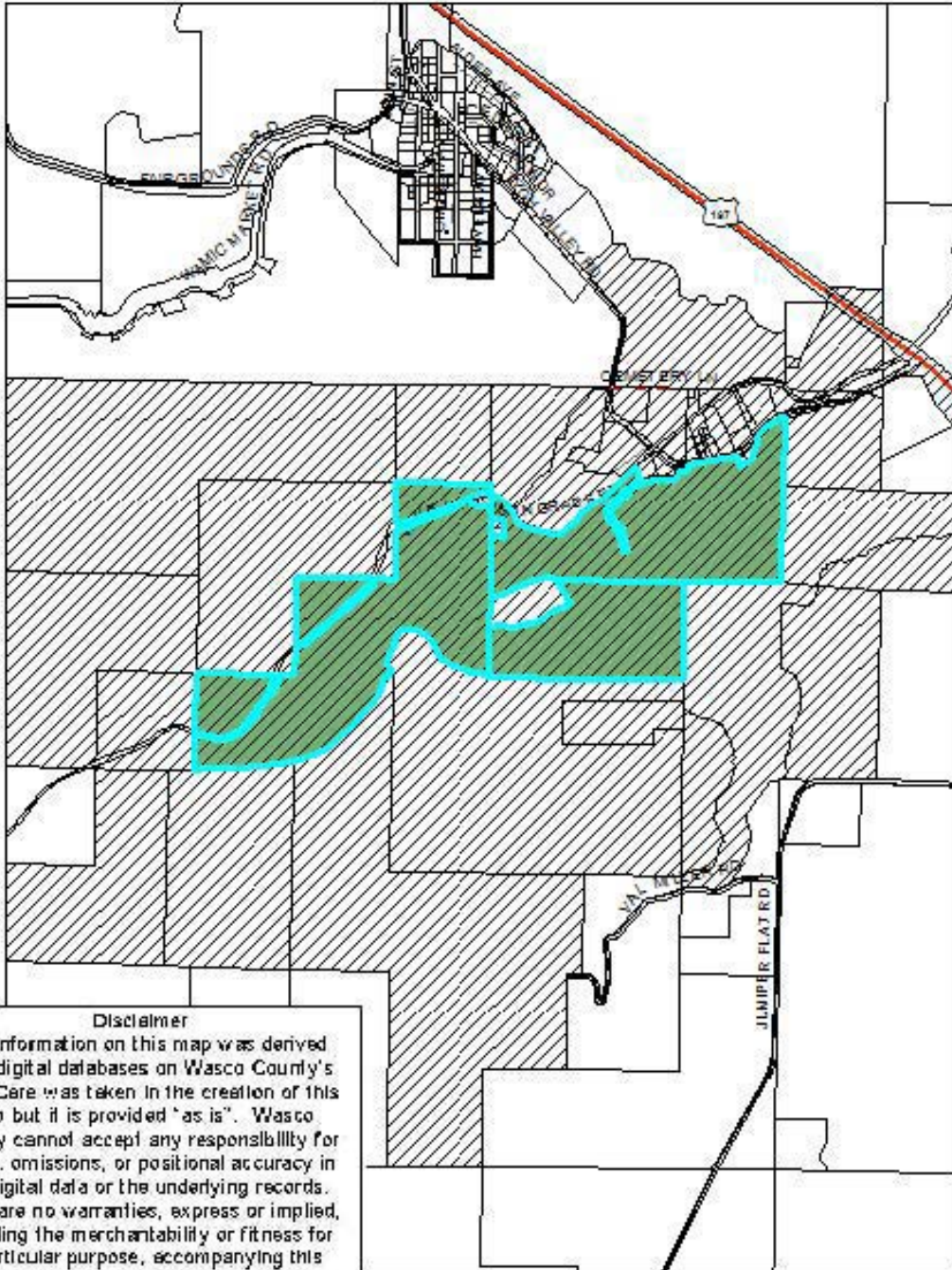
- R. **Traffic:** Traffic Control Plan shall be implemented as submitted. If changes are proposed, they must be coordinated and approved by the Wasco County Public Works Department prior to the event.

- S. **Traffic:** Each vehicle parking space shall have a minimum width of 10 feet and a minimum length of 20 feet, and parking shall be clearly marked. Parking shall be arranged to provide clear access to exits at all times.

- T. **Site Visits:** Applicant shall coordinate an inter-agency site visit before the event, and after the event to allow County Planning Department staff and health and safety agencies to confirm compliance with the conditions described above, as well as any resource impacts that may have occurred as a result to the event.

ATTACHMENT C – MAPS

Vicinity Map and 750' Adjacent Property Owner Notification Radius



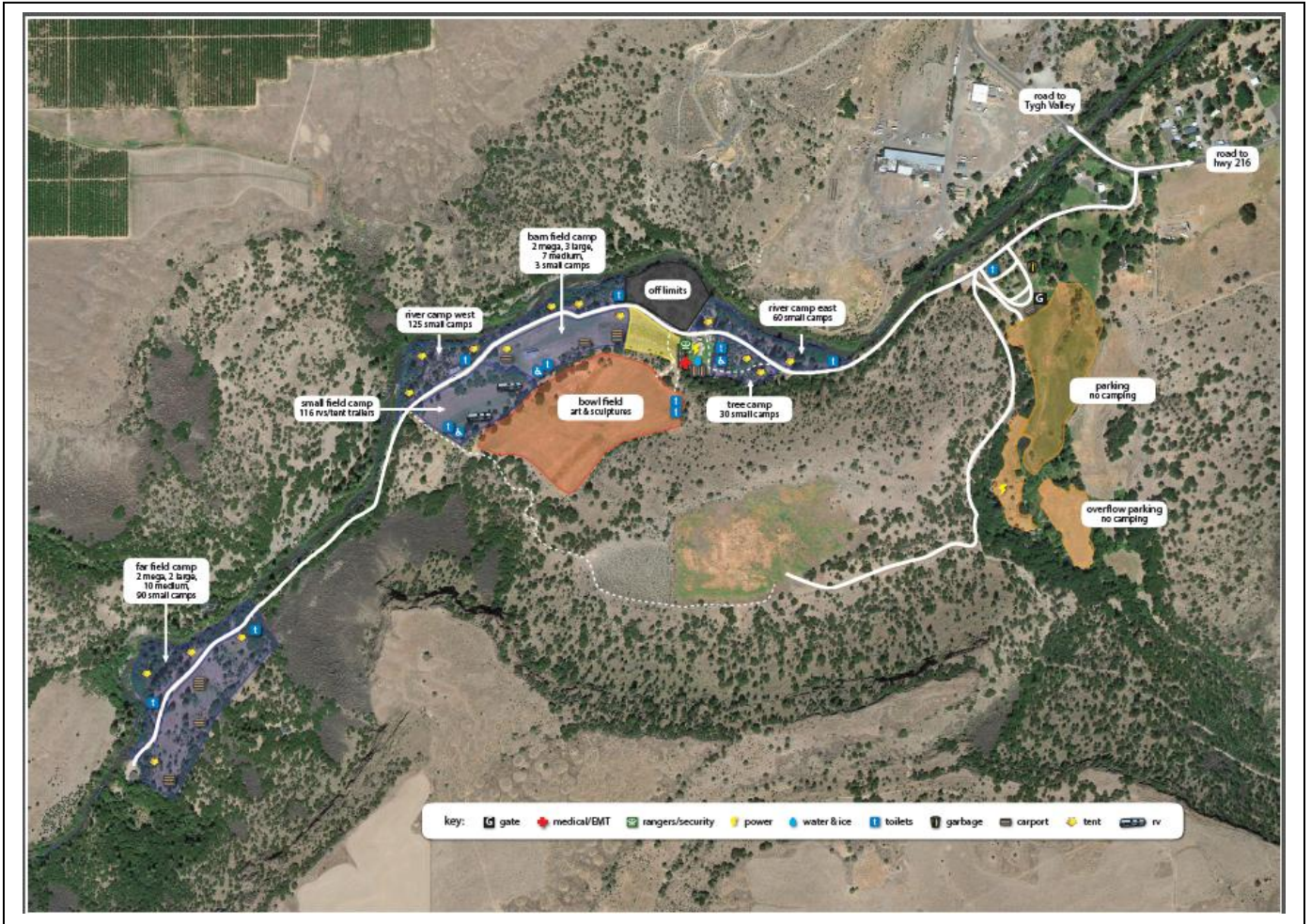
Disclaimer
The information on this map was derived from digital databases on Wasco County's GIS. Care was taken in the creation of this map but it is provided "as is". Wasco County cannot accept any responsibility for errors, omissions, or positional accuracy in the digital data or the underlying records. There are no warranties, express or implied, including the merchantability or fitness for a particular purpose, accompanying this product. However, notification of any errors will be appreciated.

Date: 3/18/2015



ATTACHMENT C – MAPS

Site Plan (revised March 18, 2015)



Please note, this site plan inaccurately indicates elements of the event will occur on public lands. A **condition** of approval is recommended to require a revised site plan before the event occurs that more clearly depicts the location of the proposed event and removes those areas shown on public lands.

ATTACHMENT D – STAFF REPORT

File Number: PLAOMG-14-12-0003

Applicant: Thomas McElroy of SOAK, LLC
Event Coordinator and onsite contact is Xandra Green

Note: SOAK, LLC is in the process of becoming a non-profit organization. As a result, the name of the organization and event may change.

Property Owners: Fred Justesen and Jonnie Justeson

Request: Outdoor Mass Gathering permit for a music and art festival entitled “SOAK 2015,” (also known as “Burning Man Portland”) May 21-25, 2015. Estimated attendance is 1,300 including staff and volunteers.

Event Location: White River canyon, along Jake Davidson Grade Road, immediately south of Tygh Valley, Oregon. More specifically described as:

<u>Tax Lot#</u>	<u>Acct#</u>	<u>Acres</u>
4S 13E 10 800	10464	126.06
4S 13E 15 100	10445	67.29
4S 13E 15-16 2200	12314	163.62

Zoning: A-1 160 (Exclusive Farm Use) and TV-R (Tygh Valley Residential)

Past Actions:

4S 13E 10 800
PLAARC-08-05-4307 - (PAR-07-101) Land division
PLAARC-08-06-5066 - (PAR-07-102) Land division

4S 13E 15 100
PLAARC-08-04-3812 - (REP-95-106) Lot line adjustment
PLAARC-08-06-5066 (see above)
PLAARC-08-05-3997 - (MIN-05-117) Replacement dwelling

4S 13E 0 2200
PLAARC-08-05-3756 - (LOC-05-WR) Water right

Procedure Type: Public Hearing by Wasco County Board of Commissioners

Staff Recommendation: Approval, with conditions

Hearing Date: April 1, 2015 at 5:30pm

Hearing Location: Tygh Valley Community Center
57594 Tygh Valley Road
Tygh Valley, OR 97063

Prepared By: Angie Brewer, Planning Director

I. APPLICABLE STANDARDS

Wasco County Land Use & Development Ordinance (WCLUDO)

- | | |
|---------------------|--|
| A. Chapter 3 | Basic Provisions |
| Section 3.210.B.13 | Uses Permitted Without Review: Commercial Uses |

Oregon Revised Statute (ORS)

- | | |
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| B. ORS 433.735 to 433.770 | Regulation of Outdoor Mass Gatherings |
| ORS 433.750 | Permit application; procedure for issuance of permit; fee |
| ORS 433.755 | Additional information; liability of permit holder; casualty insurance; county as additional insured |

Oregon Administrative Rules (OAR)

- | | |
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| C. OAR 333 Division 39 | Regulations Governing Health and Safety at Outdoor Mass Gatherings |
| OAR 333-039-0015 | Water Supply |
| OAR 333-039-0020 | Drainage |
| OAR 333-039-0025 | Sewerage Facilities |
| OAR 333-039-0030 | Refuse Storage and Disposal |
| OAR 333-039-0035 | Food and Sanitary Food Service |
| OAR 333-039-0040 | Emergency Medical Facilities |
| OAR 333-039-0045 | Fire Protection |
| OAR 333-039-0050 | Security Personnel |
| OAR 333-039-0055 | Traffic |

II. BACKGROUND

- A. Legal Parcel:** The proposed event will occur on multiple properties owned by Fred Justesen and Jonnie Justesen, collectively known as “the Justesen Ranch” in the White River canyon, immediately south of Tygh Valley. The properties include three tax lots: 4S 13E 10 800; 4S 13E 15 100; and 4S 13E 16-15 2200.

Section 1.090 of the Wasco County Land Use and Development Ordinance (LUDO) defines “legal parcel” as a unit of land created as follows: (a) A lot in an existing, duly recorded subdivision; or (b) A parcel in an existing, duly recorded major or minor land partition; or (c) By deed or land sales contract prior to September 4, 1974.

- Tax Lots 4S 13E 10 800 and 4S 13E 15 100 were approved in their current configuration in Partition Plat PAR-07-122, filed with the Wasco County Clerk on June 12, 2008.
- Tax Lot 4S 13E 16-15 2200 was approved in its current configuration in 1995 by Property Line Adjustment Plat PLA-95-108-WAA18-A, filed with the Wasco County Clerk on November 7, 1995.

The subject properties are consistent with LUDO. In addition to the recorded plats, deed documentation provided by the applicant confirms Fred and Jonnie Justesen are the owners of the subject parcels.

- B. Site Description:** As previously noted portions of three properties owned by the Justesen's will be used for the proposed event. In total, the tax lots include approximately 357 acres. Site plans provided by the applicant indicate most of the proposed event will occur near Jake Davidson Grade Road, and will therefore only occur on a portion of the larger property.

The subject property consists of variable terrain and slopes with some level areas near Jake Davidson Grade Road; gently rolling hills maintained as pasture between the road and basalt rock buttes to the south; and the shoreline of the White River to the north. Much of the property is bordered by a buffer of oak and pine trees. Existing improvements to the property include residential development and agriculture structures. A portion of the White River also crosses through the subject property. The photo below was taken by staff at the site on March 18, 2015 and provides an example of the characteristic landscape of the event site:



Surrounding Land Use: The subject parcel is located in the White River canyon, south of Tygh Valley. Within the canyon, lands contain a mixed forest of oak and pine trees with some open pastures and grassy areas. Outside of the canyon, the landscape rises in elevation with steep basalt rock outcrops and large buttes. Orchard and haying farm activities are visible in aerial photographs to the north and south of the event site. Two large tracts of public land zoned Exclusive Farm Use are located directly north and west of the property and are. Private properties to the north and north east are zoned Tygh Valley Residential and Tygh Valley Medium Commercial/Industrial. Properties to the south are zoned Exclusive Farm Use, are privately owned and appear to be active ranching lands.

Using GIS and aerial photographs, an analysis of surrounding taxlots indicates that much of the community of Tygh Valley, including dozens of dwellings, are located within one mile of the proposed event. Most of the dwellings within one mile are located north of the event site, on the other side of a butte – which provides some intervening topography. The nearest dwellings are located on the subject parcel and on adjacent parcel also owned by Jonnie Justesen.

- C. Public Notice & Comments:** Per ORS 433.750(4), notice of the public hearing was published 10 days prior to the hearing on both March 22 and 29th, 2015 in *The Dalles Chronicle*. Additionally, on March 19, 2015, Staff mailed the hearing notice to all owners of property within 750' of the subject parcel, shared it with the partner agencies for continued coordination, and posted the application materials and hearing notice on the Planning Department website. Comments received will be made part of the record.

Agency Comments: A pre-application conference was held November 24, 2014. Feedback was provided to the applicants during the conference. The applicant was encouraged to work with agencies and departments directly to coordinate event and event application needs. Several conversations occurred by email as part of ongoing coordination. Upon deeming the application complete, Staff notified partner agencies on March 11, 2015 and invited additional written comments. A second notice was provided to partner agencies March 19, 2015 with the hearing notice. Comments were received from the following individuals and are briefly summarized here (please see PLAOMG-14-12-0003 for complete correspondence):

John Zalaznik, North Central Public Health District (NCPHD) by email November 25, 2014, November 26, 2014, and March 16, 2015; by telephone March 12, 2015 and March 19, 2015:

- Revised plans appear to address prior concerns about needed hand washing stations;
- Hand washing stations should be located near restrooms and cooking facilities;
- Water testing for bacteria and chemical contaminants must occur prior to the event and with enough time to address any concerning test results;
- Ensure a plan is in place to provide additional dumpsters if necessary for waste;
- Require garbage to be in a plastic bag before it is placed in shared dumpster; and
- Recommend applicant coordinating with Teri Thalsofer at NCPHD to confirm public health related medical requirements.

Lane Magill, Wasco County Sherriff by email March 13, 2015:

- Require SOAK representatives communicate with medical/fire staff on the staging of medical helicopters in the area;
- Identify the radio frequencies they will be utilizing on the grounds; do not use frequencies owned/operated by local emergency services;
- If a 1:75 ratio for security is used, then at least 1 DPSST supervisor must be on shift at all times; and
- One point of contact is clearly identified for security coordination at all times.

Gary Duree, Tygh Valley Rural Fire Protection District by email and telephone March 19, 2015:

- Requested the applicant coordinate with the fire departments prior to the event to discuss and confirm fire and medical access, fire prevention and suppression plans, size of structures to be burned, and location of the helicopter landing zone;
- Requested an inter-agency walk through a day before the event happens to confirm site is set up to address public health and safety requirements; and
- Recommended that the State Fire Marshall be part of this process in the future.

David Colburn Tygh Valley Rural Fire Department by email March 13 and 16, 2015:

- Requested the applicant coordinate with Tygh Valley Rural Fire Department prior to the event to identify prevention measures and emergency response needs;

- Requested that all fields and designated areas of use will have all flammable materials removed for a distance of 25 feet in adjacent areas;
- Requested that the work be completed at least one week prior to event and inspected and approved by local Fire Departments; and
- Suggested the donation of equipment to assist the volunteer department.

Larry Clark, Dufur Fire and Emergency Medical Services by email March 11, 2015:

- “Dufur Volunteer Fire and Ambulance will respond ONLY as Mutual Aid and cannot allow any of the event “medic” as a ride-along due to insurance regulations.”

Arthur Smith, Wasco County Public Works: Verbal communication March 12 and 13, 2015:

- Satisfied with the traffic control plan as proposed;
- Proposed traffic plan does necessitate signage that would be required by Public Works but that any voluntary signage placed within the County right-of-way would need to comply with Manual for Uniform Traffic Control Devices (MUTCD) standards.

Lenore Heppler, Bureau of Land Management (BLM) by email and telephone March 18, 2015 and by email March 20:

- Revise site plan to confirm no portion of the event will occur on BLM lands;
- Work with landowners to install temporary fencing to prevent event attendees from accessing BLM lands;
- Schedule three site visits with BLM staff: (1) before the event to inspect the location of the temporary fencing and confirm resource conditions, (2) during the event to ensure no unauthorized use of BLM land is occurring, and (3) following the event to ensure fencing has been removed and to there has been no damage to BLM lands.

Staff Response: Comments are addressed throughout the report and applicable conditions of approval are included.

FINDINGS:

A. Applicable provisions of the Wasco County Land Use and Development Ordinance (LUDO):

Chapter 3 contains Basic Provisions for each zone. Chapter 3 Section 3.210.B.13 allows outdoor gatherings as a commercial use permitted without review in the Exclusive Farm Use zone. It states:

“An outdoor gathering as defined in ORS 433.735 or other gathering of fewer than 3,000 persons that is not anticipated to continue for more than 120 hours in any three month period.”

ORS 433.735(1) generally defines outdoor mass gatherings as an assembly of more than 3,000 persons which continues or can reasonably be expected to continue for more than 24 consecutive hours but less than 120 hours within any three-month period and which is held primarily in open spaces and not in any permanent structure. Additionally, the provision listed above includes the gathering of fewer than 3,000 persons that is not anticipated to continue for more than 120 hours in any three month period in the Exclusive Farm Use zone. **NOTE:** A gathering described above is not

subject to a land use decision or land use permitting. A Permit is required for *outdoor mass gathering*. *Permit Application, notice, and fee, requirements are outlined in ORS 433.750-755, to protect health and safety.*

FINDING: The LUDO text addressing outdoor mass gatherings is more expansive than the language found in ORS 433.735(1) because the statute allows counties to “otherwise define” outdoor mass gatherings. Wasco County expanded the definition of outdoor mass gathering in some zones to also include gatherings of “fewer than 3,000 persons” in the course of legislative updates to the LUDO which became effective on January 17, 2006. Consequently, an outdoor mass gathering permit became a pathway for anyone seeking authorization for a gathering of fewer than 3,000 people that is reasonably expected to continue for less than 120 hours. All such gatherings described above are subject to the outdoor mass gatherings regulations found in ORS 433.735 to 433.770.

Applicant is requesting approval for an outdoor mass gathering for a music and art festival entitled, “SOAK 2015,” May 21-25, 2015 on the Justesen Ranch located at 89720 Jake Davidson Road Tygh Valley, Oregon. The application form states that 1,500 people are anticipated to attend while the Environmental Health and Safety Plan estimate 1,300. On March 19, 2015 the applicant confirmed by email that the self-imposed maximum will be 1,300 people, including staff and volunteers.

As proposed, core staff will arrive on May 19 and remaining staff and volunteers will arrive May 20 to set up event space and theme camps. The event will begin May 21 and the box office will open at 12:00pm to take tickets from participants. Participation in the event and arrival of additional participants will continue through 3:00pm on May 25, with some exodus occurring throughout. Exodus will begin May 24; the bulk of attendee exodus will occur May 25. The final clean up and final exodus will occur on May 26. Per the site plan and narrative submitted by the applicant, the event will be held primarily in open spaces and not in any permanent structures. The applicant proposes several temporary structures spread throughout the festival site including a box office, several stages, lounges/shade structures and interactive art displays.

Based on proposed event characteristics, estimated number of attendees and schedule, staff finds that this event constitutes an Outdoor Mass Gathering as defined in LUDO Section 3.210.B.13 and ORS 433.735. Staff recommends a **condition** that attendance is capped at 1,300, including staff and volunteers necessary to operate the event safely and effectively, as described throughout this report to be consistent with the size of event that has been coordinated with public health and safety agencies.

Applicable rules from ORS 433.750-755 are addressed in B, below.

B. ORS 433.735 to 433.770 Regulation of Outdoor Mass Gatherings

433.750 Permit application; procedure for issuance of permit; fee.

*(1) The governing body of a county in which an outdoor mass gathering is to take place shall issue a permit upon application when the organizer demonstrates compliance with or the ability to comply with the health and safety rules governing outdoor mass gatherings to be regulated according to the anticipated crowd and adopted by the Oregon Health Authority (***)*.

FINDING: The Board of County Commissioners is the only body authorized to issue an outdoor mass gathering permit in Wasco County. Furthermore, the use of “shall” in ORS 433.750(1) seems to require

issuance of the permit *if* the application demonstrates the ability to comply with the applicable health and safety rules. This interpretation is well-established in case law going back to 1982. Coincidentally, it was 1000 Friends v. Wasco County (LUBA 82-039), which found:

*The legislature's decision to limit jurisdiction in this manner reflects the narrow range of review criteria and limited discretion available to the county governing body under ORS Chapter 433. (***) Land use considerations have no bearing on the decision to grant or deny an outdoor mass gathering permit given the limited criteria to be applied to the permit request.*

Staff is not aware of any case law which explicitly prevents a county governing body from imposing reasonable conditions in conjunction with a permit approval. Therefore, Staff recommends several conditions throughout this report to protect public health and safety.

The referenced Oregon Health Authority rules (OAR 333 Division 39) are addressed beginning in C, below.

(2) Notice of the application shall be sent by the county governing body to the county sheriff or county chief law enforcement officer, the county health officer and the chief of the fire district in which the gathering is to be held.

FINDING: As explained in Section II.E above, staff held a pre-application meeting with the applicants and partner agencies on November 24, 2014, including those listed in (2) above. Following ongoing coordination, Staff notified partner agencies on March 11, 2015 of a complete application and invited additional written comments. A second notice was provided on March 19, 2015 with the hearing notice and a request for remaining comments.

(3) Each officer receiving notice of the application under subsection (2) of this section who wishes to comment on the application shall submit such comment in writing to the county governing body not later than the hearing date. The comment may include recommendations related to the official functions of the officer as to granting the permit and any recommended conditions that should be imposed.

FINDING: Good faith coordination between both Applicant and partner agencies has been ongoing in order to address applicable regulations. Partner agencies were invited to submit additional comments once the current application was deemed complete. Notice of the hearing was provided to partner agencies March 19, 2015 and additional comments were invited. Comments received have been made part of the record and are addressed throughout this report.

(4) The county governing body shall hold a public hearing on the issue of compliance with this section. Notice of the time and place of such hearing including a general explanation of the matter to be considered shall be published at least 10 calendar days before the hearing in a newspaper of general circulation in the county or, if there is none, it shall be posted in at least three public places in the county.

FINDING: A public hearing with the Wasco County Board of Commissioners has been scheduled for April 1, 2015. On March 19, 2015 written notice of the hearing was provided to *The Dalles Chronicle*

Newspaper and mailed to adjacent property owners within 750 feet of the proposed event site. The application materials and hearing notice were also posted on the Wasco County Planning Department website March 19, 2015. Notice of the April 1, 2015 hearing will appear in *The Dalles Chronicle* on March 22 and 29, 2015. Notice of the time and location of the hearing was provided and published at least ten calendar days before the hearing in the local newspaper, consistent with this requirement.

433.755 Additional information required before permit issued; liability of permit holder; casualty insurance; county as additional insured.

(1) (***) *If the county governing body determines upon examination of the permit application that the outdoor mass gathering creates a potential for injury to persons or property, the county governing body may require organizers to obtain an insurance policy in an amount commensurate with the risk, but not exceeding \$1 million. The policy of casualty insurance shall provide coverage against liability for death, injury or disability of any human or for damage to property arising out of the outdoor mass gathering. The county shall be named as an additional insured under the policy.*

FINDING: Information obtained during the pre-application conference led staff to conclude that the proposed gathering creates a potential for injury to persons or property. Staff required the applicant to provide a Commercial General Liability Insurance policy of not less than \$1,000,000 specific to SOAK, LLC, and naming Wasco County, its officers, agents, volunteers, and employees as an additional insured as part of their application. The applicant has provided proof of insurance, consistent with ORS 433.755(1) and is therefore consistent with this requirement.

C. Regulations Governing Health and Safety at Outdoor Mass Gatherings - Oregon Administrative Rules 333 Division 39 (as referenced in ORS 433.750(1)):

Oregon Administrative Rule 333-039-0015 - Water Supply

(1) *Required Amounts:*

- (a) *A minimum of 12 gallons per person per day shall be available for the anticipated assembly;*
- (b) *Storage facilities equal to one day's total water usage shall be provided, unless a greater or lesser amount, with a minimum of five gallons per person per day, is determined by the Division as sufficient or necessary, based on the availability and quantity of the reserve water supply and the required water demands for toilets, food vendors, camping areas and other facilities;*
- (c) *A Division approved well or water system may be used as a source of water, or in addition to Division approved outside sources, to meet all requirements;*
- (d) *An amount of water equal to one day's total usage shall be kept in reserve at all times.*

FINDING: The application coversheet describes the event as “up to 1,500 people” but the application materials more specifically address an anticipated maximum to be 1,300 people in their environmental health and safety plan. The applicant confirmed by email March 19, 2015 that the maximum will be 1,300 people. The event site contains an existing well, which will be used as the primary water source. The well must be tested for quality and quantity, prior to the event. In addition to the well water source, the applicant has proposed to have 4,000 gallons of supplemental water delivered each day by truck (a letter of intent dated November 7, 2014 was provided by Bishop Sanitation, Inc.). Based on maximum attendance of 1,300 people (including attendees and staff/volunteers), 15,600 gallons of water per day would need to be available (1,300 people x 12 gallons per day = 15,600 gallons per day). Once the well is

tested for chemical and bacteria concentrations, the amount of remaining water to be supplied will be confirmed. The applicant proposes that any water needs not met by the existing well will be contracted with the City of Tygh Valley or the City of Dufur. The Oregon Health Authority approves municipal water systems and enforces drinking water quality standards. Staff recommends a **condition** is included to ensure 12 gallons of water are available per person, per day of the event and any testing and hauling of drinking water consistent with the *2008 Drinking Water Hauling Guidelines* and is coordinated with the North Central Public Health District.

Due to the large supply of water able to be provided by Bishop Sanitation, Inc. and the availability of municipal water sources within close proximity to the event, Staff recommends a **condition** to require storage facilities be provided to meet the minimum requirement of 5 gallons/person/day. Maximum attendance (1,300 people) would require water storage facilities of 6,500 gallons. To meet this requirement, the applicant has proposed meeting part of the 5 gallon/person/day requirement by requiring event participants to bring their own water (at least 2 gallons/person/day), supplying 12 20-gallon hand washing stations (totaling 3.26 gallons/person/day), and providing a 4,000 gallon water truck on site daily, provided by Bishop Sanitation, Inc.

The applicant has interpreted *(d)* to require the same as “readily available.” Staff agrees that *(d)* does not explicitly require the reserve, equal to one day’s total usage, to be kept on site. Assuming “one day’s total usage” refers to 5 gallons/person/day (6,500 gallons), it is possible that the applicant can meet that requirement on site with the well water source, the 4,000 gallon water truck, requiring participants to bring at least 2 gallons/person/day to enter the event and by providing the hand washing stations described above. Given this information, and the known availability of municipal water in the nearby area, Staff finds the reserve requirement of *(d)* is achieved. Staff finds the proposed source and supply method can provide the required volume, storage, and reserve of approved water for 1,300 people.

(2) Bacteriological and Chemical Requirements:

- (a) All water provided shall give a negative result for the presence of coliform bacteria when subjected to standard laboratory test procedures for detecting the presence of coliform bacteria and shall be from sources and in containers approved by the Division;*
- (b) Water provided shall not contain the following substances in excess of amounts listed. The organizer shall provide a laboratory analysis report as evidence of this: Substance Concentration in mg/1:*
 - (A) Arsenic -- 0.1;*
 - (B) Cadmium -- 1.0;*
 - (C) Chloride -- 250.0;*
 - (D) Copper -- 1.0;*
 - (E) Cyanide -- 0.01;*
 - (F) Fluoride -- 1.7;*
 - (G) Iron -- 0.3;*
 - (H) Lead -- 0.05;*
 - (I) Selenium -- 0.01;*
 - (J) Nitrate (NO₃) -- 45.0;*
 - (K) Total Dissolved Solids -- 500.0;*
 - (L) Zinc -- 5.0.*

FINDING: The applicant has specified that the on-site well will be tested for nitrates and arsenic within 45 days before the event. The applicant also states that they will follow all transport and storage

regulations outlined in the *2008 Drinking Water Hauling Guidelines* to ensure compliance with this requirement and as requested by the North Central Public Health District. Staff recommends a **condition** to ensure the on-site water source is tested for quality within 45 days before the event and provides documentation to confirm the guidelines contained within the *2008 Drinking Water Hauling Guidelines* are adhered to.

(3) *Construction, Maintenance, and Design:*

- (a) *All parts of the water supply system shall be constructed of non-toxic materials;*
- (b) *All water distribution lines and fittings shall be constructed of galvanized wrought iron, galvanized steel, copper, or NSF approved plastic pipe. All plastic pipe and fittings must bear the NSF seal;*
- (c) *Pressure tanks and storage tanks shall be constructed of non-toxic materials. Tanks which have previously been used to contain toxic substances shall not be used;*
- (d) *Prior to placing the water supply system into use, all portions of the system including storage tanks and distribution system shall be disinfected by adding a chlorine solution of not less than 50 mg/l and retaining the mixture within all portions of the system for at least 24 hours. Following disinfection, the system is to be thoroughly flushed of the chlorine solution;*
- (e) *Hydrants equipped with self-closing faucets shall be provided at a ratio of not less than one for every 250 persons or fraction thereof anticipated;*
- (f) *Each faucet shall be mounted on a minimum 36 inch riser. The riser is to be securely fastened to a supporting structure equal in strength to a four inch by four inch timber which is securely anchored in the ground;*
- (g) *Each faucet and riser shall be accompanied by a seepage pit located directly beneath the faucet which shall have a minimum inside diameter of 12 inches and a minimum depth of three feet and shall be backfilled with clean coarse rock;*
- (h) *All water distribution lines shall be installed at a minimum depth of 12 inches in the soil and shall be covered;*
- (i) *If camping and activity areas are separately designated, 60 percent of the total required faucets shall be located within the area designated for camping, and 40 percent of the total required faucets shall be located in the area designated for activities;*
- (j) *A minimum of one faucet shall be located not more than 25 lineal feet from each food service facility and a minimum of one faucet shall be located not more than 25 lineal feet from any emergency medical facility;*
- (k) *Garden hoses, flexible hoses, pipes, or similar devices shall not be connected to any faucet or any other portion of the water supply system for personal convenience or any other reason;*
- (l) *A minimum pressure of 20 pounds per square inch shall be maintained at all times and at all points within the water distribution system.*

FINDING: Applicant states that all potable water storage materials will be NSF approved and site inspections will be coordinated with North Central Public Health District prior to the event to ensure compliance with the *2008 Drinking Water Hauling Guidelines*. Staff finds it reasonable that the location of the existing water supply and proposed uses will facilitate compliance with the “Construction, Maintenance and Design” standards listed above.

Oregon Administrative Rule 333-039-0020 - Drainage

- (1) *The site selected for the outdoor mass gathering shall have good natural drainage. Areas which are swampy, or areas known to be susceptible to flash flooding are not acceptable.*
- (2) *Roads at the outdoor mass gathering site shall be provided with culverts, tiles, and ditching wherever needed to protect such roads from erosion due to precipitation.*

FINDING: Staff visited the property March 18, 2015 and did not observe any swampy areas (photographs available in PLAOMG-14-12-0003). According to the applicant, the property has been inspected previously for drainage by the North Central Public Health District and was deemed to be acceptable. The application materials state that the Justesen Ranch has employed best management practices to ensure proper erosion control from pedestrian and automobile traffic, farming and recreation impacts. Jake Davidson Grade Road is an existing and maintained road, and can provide access to the event. Staff finds the selected event site provides sufficient drainage and roads will be provided with adequate protections from erosion due to precipitation.

Oregon Administrative Rule 333-039-0025 - Sewerage Facilities

- (1) *Non-Water Carried Sewerage Facilities...*

Finding: No non-water carried sewerage facilities (earth-pit privies) are proposed. One earth-pit toilet currently exists on the property, but will be closed to event participants. Instead, the applicant has contracted with Bishop Sanitation, Inc. to provide 41 onsite portable toilets (3 will be ADA accessible).

- (2) *If water carried subsurface sewerage disposal facilities are provided, they shall be governed by OAR 333-041-0001 through 333-041-0040, and by this reference are incorporated herein and made a part hereof...*

Finding: No subsurface water carried sewerage disposal facilities are proposed. Instead, the applicant has contracted with Bishop Sanitation, Inc. to provide onsite portable toilets.

- (3) *Number and Location of Toilets and Privies:*
 - (a) *Seven privies or toilets or any combination thereof shall be provided for each 800 persons or fraction thereof anticipated;*
 - (b) *If camping and planned activity areas are separately designated, sixty percent of the total required toilets or privies shall be located within the designated camping area and forty percent of the total required toilets or privies shall be located in the designated planned activity area. If areas are not designated, location and spacing of toilets and privies shall be in accordance with anticipated crowd clustering or grouping, or spaced uniformly throughout the entire mass gathering site;*
 - (c) *All chemical toilets, if provided, shall be located so as to be easily and readily serviced by servicing vehicles.*

FINDING: Bishop Sanitation, Inc. will provide 41 or more portable toilets with hand sanitizer in each unit and at least one portable 20-gallon hand washing station will be provided per portable toilet "bank". As previously noted, the applicant proposes a total of 12 20-gallon hand washing stations throughout the site. Based on maximum attendance of 1,300 (including staff/volunteers), this represents approximately 31 attendees per toilet, which exceeds the standard (7 toilets per 800 attendees or 114 attendees per toilet) listed above.

Per the submitted site plan, the applicant proposes clusters of toilets located in proximity to camping areas and activity areas. With the exception of parking areas being located away from camping and activity areas, the event site is open and easily accessible. Staff finds the quantity and location of the toilet facilities meets the standard.

(4) Liquid Wastes not Containing Human Excreta:

- (a) Facilities shall be provided for the disposal of all liquid wastes not containing human excreta such as, but not limited to, kitchen or cooking waste water, grease, dishwater, wash water, and bath water. These facilities shall be specifically identified by means of a sign which states "Waste Water Disposal";*
- (b) Such facilities shall consist of a seepage pit having a minimum depth of three feet and a lateral area of not less than 32 square feet. The pit shall be backfilled with clean, coarse rock and be protected by a one-fourth inch screen which is removable and will effectively trap food particles and prevent other wastes from entering the backfilled rock;*
- (c) All food particles and other waste material shall be removed from the facilities at least once every 24 hours or at more frequent intervals if necessary to prevent fly and insect attraction;*
- (d) Such facilities shall be located or spaced so as to uniformly serve the participants of the outdoor mass gathering;*
- (e) One facility shall be provided for each 3,000 persons or fraction thereof anticipated;*
- (f) At least one facility shall be located not more than 50 lineal feet from each food service facility.*

FINDING: The application materials state that food and liquor vendors are not allowed at the event, no shower facilities will be provided, and event participants are required to collect and remove all waste - including grey water - when they depart the event. Staff recommends a **condition** that a plan is developed in a manner consistent with this regulation to handle any unanticipated grey water storage needs.

Oregon Administrative Rule 333-039-0030 - Refuse Storage and Disposal

- (1) All refuse and solid waste shall be stored in fly-tight containers constructed of impervious material.*
- (2) Containers for refuse and solid waste storage shall be provided at a minimum ratio of one 30 gallon container for each 16 persons or fraction thereof anticipated or one cubic yard of container capacity for each 125 persons or fraction thereof anticipated.*
- (3) All refuse and solid waste shall be removed from storage containers at least once every 24 hours and transported and disposed of in a manner which is authorized and complies with state and local laws, ordinances and regulations.*

FINDING: The applicant proposes educating attendees upon arrival to be consistent with “leave no trace” ethos and the “pack it in, pack it out” requirements of the event. Detailed searches of the area for debris are proposed to follow the event. Originally, the applicant proposed to furnish a 30-yard dumpster but has since requested to use a 10-yard dumpster instead, based on past event experience implementing the ethos described above. The event requires attendees to collect refuse in fly-tight containers, made of impervious materials. The applicant has contracted with Mel’s Sanitary Service to collect the dumpster and remove refuse and waste every 24 hours. In coordination with the North Central Public Health District, Staff recommends a **condition** to require the development of a plan to be implemented in the event that 10-yard dumpster is not large enough to meet event needs.

Oregon Administrative Rule 333-039-0035 - Food and Sanitary Food Service

- (1) *Food service facilities, if supplied, shall be located in clean surroundings and shall be maintained in a clean and sanitary condition.*
- (2) *Food service facilities, if supplied, shall be so constructed and arranged that food, drink, utensils, and equipment will not be exposed to rodents, insects, dust, dirt, or other contamination. If flies are present, screening shall be required.*
- (3) *The water supply for food service facilities shall be adequate in amount to serve the requirements of the facility and shall be safe for human consumption. Storage tanks or containers, when used, shall be of smooth, easily cleanable material, and shall be cleaned and sanitized each time they are refilled. Water shall not be dipped from a receptacle for drinking or culinary purposes.*
- (4) *Toilet or privy facilities which comply with these rules shall be available within the immediate area for use by the food service facility personnel.*
- (5) *Hand washing facilities shall be made available for the food service facility personnel. In lieu of a handwashing sink, there shall be provided a pan with soap and water for washing of hands, and a pan of water containing a bactericidal solution of 50 mg/1 of available chlorine or its equivalent for rinsing of hands. Sanitary paper towels shall be provided. The use of a common-type towel is prohibited. Utensil washing vats shall not be used for handwashing.*
- (6)
 - (a) *All multi-use utensils and all display cases or windows, counters, shelves, tables, refrigeration equipment, sinks, and other equipment used in connection with the operation of a food service facility shall be constructed as to be easily cleaned and shall be kept in good repair;*
 - (b) *Utensils containing or plated with cadmium or lead shall not be used, provided, however, that solder containing lead may be used for jointing;*
 - (c) *Food containers with seams which are not sealed flush with the surface shall not be re-used. Single service containers and utensils shall not be re-used.*
- (7)
 - (a) *Single service paper plates, cups, and plastic or wood knives, forks, and spoons are recommended but not required. If multiple use dishes, utensils, or equipment are used, they must be subjected to one of the following methods of bactericidal treatment after cleaning and washing:*
 - (A) *Immersion for at least two minutes in clean, hot water at a temperature of at least 170° Fahrenheit. If hot water is used, a dependable thermometer shall be available at all times and shall be used. The pouring of scalding water over washed utensils is not acceptable as a satisfactory bactericidal treatment;*
 - (B) *Immersion for at least two minutes in a lukewarm chlorine bath. This bath shall be made up at a strength of at least 100 mg/1 of available chlorine. The bath shall not be used after its strength has been reduced to 50 mg/1;*
 - (C) *Immersion for at least two minutes in an approved quaternary ammonium bath containing at least 25 mg/1 as determined by a suitable field test.*
 - (b) *In machine dishwashing, the hot water rinse shall be at least 170° Fahrenheit and shall be for a minimum of ten seconds;*

- (c) *In hand dishwashing, a three compartment sink shall be required. The first compartment shall be used for washing with a soap or detergent solution. The second compartment shall be used for clear water rinse, and the third compartment shall be used for the bactericidal solution and sanitizing bath.*
- (8) *If ice cream or frozen desserts are dipped and served at the food service facility, all scoops and dippers shall be kept in running water dipper wells.*
- (9) (a) *All refuse and solid waste shall be stored or collected in tightly covered, water impervious containers until removed from the food service facility. Such containers when emptied shall be washed to prevent them from attracting flies and rodents;*
(b) *All dishwater and liquid wastes not containing human excreta shall be disposed of in accordance with OAR 333-039-0025(4)(a) to (f) of these rules.*
- (10)(a) *All readily perishable food shall be kept at or below 45° Fahrenheit except when being prepared or actually served. Readily perishable foods shall be stored in shallow containers under refrigeration until cooled below 45° Fahrenheit. When such foods have been cooled below 45° Fahrenheit, they may be stored in deep containers. Food shall not be served which has been stored, handled, or otherwise cared for in a manner not in compliance with these rules;*
(b) *A dependable indicating thermometer shall be provided in each refrigerator;*
(c) *All ice shall be stored and handled in such a way as to prevent contamination. Ice scoops or tongs shall be used to place ice in glasses or cups. Ice shall be obtained only at sources which are licensed under ORS Chapter 624 or 627.*
- (11) *All food products, raw, cooked, canned, or otherwise, shall be wholesome and free of spoilage during storage, preparation, and serving. All milk and milk products shall come from a source which is licensed and approved by the Oregon State Department of Agriculture. Home canned or home processed foods shall not be stored, prepared, or served by the food service facility.*
- (12) *Pre-cooked foods or meats must be kept at or below 45° Fahrenheit at all times and subjected to continuously applied heat which will sustain the internal temperature of the food item to not less than 140° until such time as it is served.*
- (13) *Bottled soda or fruit drinks may be cooled in tanks with water and ice provided the tanks contain not less than 50 mg/1 available chlorine. The tops of the containers shall not be submerged. Milk and milk products shall be kept at or below 45° Fahrenheit in dry refrigeration.*
- (14) *Canned soda or fruit drinks may be cooled in tanks of ice and water provided that the water contains not less than 50 mg/1 available chlorine.*
- (15) *All persons within the food service facility shall wear clean outer garments and shall keep their hands clean at all times while engaged in preparing or serving food and drink, or washing and storing utensils and equipment.*
- (16) *All persons while within a food service facility shall refrain from any personal action or conduct which would directly or indirectly harm the quality or wholesomeness of the food.*

(17) No live animals or fowl shall be permitted within the confines of any food service facility.

FINDING: The application materials state that food and food service facilities will not be supplied and that food vendors, liquor sales and vendors of any sort are not permitted at the event. Given this information, OAR 333-039-0035 is not applicable. The applicant intends to only provide pre-packaged food and ice in the event of a medical emergency from a certified vendor. The use of a refrigerated trailer from Gem Ice of The Dalles will be used to store the emergency supplies.

Oregon Administrative Rule 333-039-0040 - Emergency Medical Facilities

(1) There shall be present at the outdoor mass gathering site for emergency medical services, physicians and nurses in the following ratios:

(a) Daylight Hours -- At least one Oregon physician plus sufficient other physicians (licensed to practice medicine and surgery in any of the 50 states of the United States) to provide a ratio of one for each 10,000 persons attending or fraction thereof and one nurse for each 7,500 persons attending or fraction thereof;

(b) Nighttime Hours - (1 a.m. to 7 a.m.) -- At least one Oregon physician plus sufficient other physicians (licensed to practice medicine and surgery in any of the 50 states of the United States) to provide a ratio of one for each 20,000 persons attending or fraction thereof and one nurse for each 15,000 persons attending or fraction thereof.

(2) Facilities shall be provided in which physicians can provide patient care and treatment. The facility shall be enclosed, protected from the elements, and shall have chairs, examining tables with stirrups, and locked cabinets for equipment and medicine. All necessary medicine and instruments for conducting minor surgery and examinations shall be available.

(3) Lighting within the emergency medical facilities shall be provided and shall be not less than 200 foot candles in areas where treatment and minor surgery are conducted.

(4) Attending physicians shall keep accurate records of patients and treatment, and shall notify the local health officer of all cases involving a communicable disease.

(5) Temporary holding facilities shall be provided for the sick and injured while awaiting transport to a hospital. The facility shall be enclosed, protected from the elements, and shall be furnished with one cot or bed for each 1,000 persons anticipated or fraction thereof.

(6) Communication, either telephone or radio-telephone, shall be provided to summon aid or notify the nearest hospital, law enforcement, or fire protection agency, as required.

(7) Ambulances shall be provided at the outdoor mass gathering for emergency evacuation of sick and injured persons at a ratio of one ambulance for each 10,000 persons anticipated or fraction thereof.

FINDING: The applicant contends that due to the size of the event (less than 3,000 people), the event is exempt from (1) through (4) above. The applicant has contracted with Crackerjack First Response Specialists to provide 24 hour medical support services with 6 EMS staff, including 2 ALS providers. The submitted site plan shows centrally located medical facilities easily accessed by attendees and other

emergency service personnel. As proposed, the event will have radio frequencies exclusive to the event for communication needs, as well as telephone lines. Through Crackerjack, the onsite facilities will be equipped to handle a range of minor care needs to medical emergencies. Crackerjack provided a letter of intent dated November 14, 2014 that provides a list of contracted services and confirms it will coordinate with local emergency medical service providers and air medical resources for basic and advanced life support transport services. Staff recommends a **condition** that the applicant confirm emergency medical facility needs and any public health requirements with the North Central Public Health District and local emergency medical service providers and ambulance services prior to the event.

Oregon Administrative Rule 333-039-0045 - Fire Protection

(1) Each camping space shall be a minimum of 1,000 square feet or large enough to accommodate a parked camping vehicle, tent vehicle or tent, as the case may be, and to maintain at least 15 feet separation from any other camping vehicle, tent vehicle or tent, building, structure, or property line.

(2) The organizer shall secure a written statement from the local fire protection agency having jurisdiction that fire protection complies with state and local laws, ordinances, and regulations, and is satisfactory with respect to anticipated crowds and location of the outdoor mass gathering.

FINDING: The narrative and site plan submitted by the applicant explain that in various configurations of camping styles ranging from small camps of 1 or 2 people to “mega camps” of 40 or more people with recreation vehicles and tent trailers, within six designated camping areas, 892 campsites for up to 2,937 people could be absorbed by the event site using the dimensions required above. The event is part of the Burning Man regional network and anticipates fire related activities. The application materials state that the event staff will work in conjunction with the Tygh Valley and Juniper Flats Fire Departments to determine safe roadway access and develop fire prevention plans, including scheduled ceremonial burns. In addition to complying with (1) and (2) above, the applicant proposes to utilize the following tools to prevent or address small unplanned fire incidents:

- 4 canister wildland water packs
- 350 gallon “water buffalo” on mobile trailer with a 2-inch pressurized fire hose
- 75 gallon soft water tank assembled in a UTV with a 1-inch pressurized hose
- At least 10 pressurized Class A and B fire extinguishers – 1 kept in each staff support vehicle and the remainder placed at each back of portable toilets (an easy access area) for event attendees
- 1 CO2 extinguisher to remain with event operations staff in the event of a chemical or electrical fire.
- Staff a “volunteer fire safety team” that will be available for any emergencies and onsite during scheduled ceremonial burns.
- Staff a “fire perimeter team” that ensures safe perimeters and distances from fires are kept at all times; coordinates with the local fire authority to confirm required distances from scheduled ceremonial burns.

- Event staff will wet all fields, trees, shrubs, and greenery before and during scheduled ceremonial burns.
- Scheduled ceremonial burns will be located in irrigated fields, directly accessible from Jake Davidson Grade Road and in the part of the property containing the fewest trees.

With a **condition** of approval to: (1) ensure the organizer secures a written statement from the local fire protection agencies with jurisdiction that the fire protection plan complies with all state and local laws, ordinances and regulations, and it satisfactory with respect to the anticipated number of participants and general location, and (2) implement the fire prevention recommendations made by the Oregon Department of Forestry (see Attachment E), staff finds the fire protection to be consistent with this rule.

Oregon Administrative Rule 333-039-0050 - Security Personnel

- (1) The organizer shall maintain an accurate count of persons attending the outdoor mass gathering and shall provide adequate security arrangements to limit further admissions to the outdoor mass gathering when the anticipated number of persons have been admitted.*
- (2) The organizer shall secure a written statement from the chief law enforcement officer of the county in which the outdoor mass gathering is to take place that arrangements for security and the orderly flow of traffic to and from the outdoor mass gathering complies with state and local laws, ordinances, and regulations, and is satisfactory with respect to anticipated crowds and location of the outdoor mass gathering.*

FINDING: The applicant has proposed a security plan that includes internal peer event security staff trained as “Rangers” (trained in conflict resolution, event resource education, law enforcement interactions, and chemically or mentally altered crisis care), “Perimeter” (specialized in event property perimeter security management and trespassing escalation), and “Gate” (specialized in admission security, checking identification, wristband application, vehicle inspections and trespassing escalation). The applicant plans for 1 internal security staff for every 92 participants at all times. In addition, the applicant proposed contracting with outside security agency to provide at least 13 Department of Public Safety Standards and Training (DPSST) certified Security Professionals to be on shift during event hours to bring the security to participant ratio to 1:50. Recently the applicant requested a ratio of 1:75 in order to reduce the number of contracted security personnel. In coordination with Chief Deputy Sheriff Lane Magill, staff finds this ratio acceptable with a **condition** of approval that requires at least 1 DPSST supervisor to be on shift at all times and a clearly identified single point of contact for security and law enforcement. Given this information, Staff finds the applicant has demonstrated compliance, or the ability to comply, with security personnel rules.

Oregon Administrative Rule 333-039-0055 - Traffic

- (1) The organizer shall provide easily accessible roads of all-weather construction at the outdoor mass gathering site.*
- (2) All roads shall be graded so as to be self-draining and shall be maintained in such condition that emergency and other required vehicles can move upon them unencumbered and can carry out their functions at all times.*
- (3) An ungraveled dirt road shall not be considered as being an all-weather road.*

(4) No road or portion of any road constructed shall exceed a maximum grade of 12 percent.

FINDING: Using Jake Davidson Grade Road, the existing access system on Justesen Ranch appears to support the existing residential and agriculture uses authorized on the property. The applicant proposes using the existing road system for festival traffic and states surfaces are all-weather. A March 18, 2015 staff visit to the site indicated the roads to be all-weather and well-maintained. A Traffic Control Plan (TCP) and Operations and Special Events Permit application was provided to Wasco County Public Works for review. In coordination with Public Works staff, staff finds the TCP sufficiently addresses traffic control measures and access controls. In sum, staff finds that roads serving the event site meet the standards listed in subparts (1) through (4).

(5) The organizer shall acquire approval from the local agency having jurisdiction for fire safety that the minimum width of all roads complies with state and local laws, ordinances, and regulations, and is satisfactory with respect to anticipated crowds and locations of the outdoor mass gatherings.

Ongoing coordination continues with the local agencies having jurisdiction for fire safety. Staff recommends a **condition** is included to require the applicant to secure written approval from the local agency having jurisdiction for fire safety to ensure the access roads are consistent with (5) above.

(6) The organizer shall provide and designate a suitable area at the outdoor mass gathering for parking of motor vehicles:

*(a) The total area provided for motor vehicle parking shall be based on the following ratio:
300 square feet for every four persons anticipated;*

(b) Each motor vehicle parking space shall have a minimum width of ten feet and a minimum length of twenty feet and shall be clearly marked with lime;

(c) The motor vehicle parking spaces shall be arranged to eliminate blockage of parked vehicles and allow vehicles free access to exits at all times.

FINDING: The event will host a maximum of 1,300 people, including staff and volunteers. As part of the Traffic Control Plan, the applicant has provided information to demonstrate sufficient parking exists on the subject property. To ensure compliance, staff recommends **conditions** that (1) each vehicle parking space shall have a minimum width of 10 feet and minimum length of 20 feet, (2) parking areas shall be clearly marked, and (3) parking shall be arranged to provide clear access to exits at all time.

ATTACHMENT E – WILDLAND FIRE PREVENTION



Oregon

Kate Brown, Governor

Department of Forestry

Central Oregon District
The Dalles Unit
3701 West 13th Street
The Dalles, OR 97058
Phone: (541) 296-4626
FAX: (541) 298-4993

March 19, 2015

Angie Brewer
Interim Director
~~Wasco County Planning Dept.~~

Re: SOAK LLC, Burning Man Event

Angie:

The Oregon Department of Forestry (ODF) does **not** provide wildland fire protection for the lands surrounding this proposed event, however ODF does provide wildland fire protection to all lands immediately north across the White River. ODF does not provide structural fire protection. Tygh Valley RFD is the fire protection agency responsible for fire protection surrounding the event site.

ODF does have a concern that there may be a potential for wildfires resulting from this proposed event that could threaten ODF protected lands north of the White River. While this event is proposed during May which is typically a time of lower fire danger with the current weather pattern there is a significant chance for increased temperatures and continued drying up to and during the event. If approved by the Wasco County Commissioners ODF would appreciate the Boards consideration in the following site conditions necessary to insure a safe mass gathering at the SOAK event.

The following provisions should be considered for the duration of the event:

- In the event of a fire 911 will be contacted regardless of incident size or status.
- The "burning structure" should not be ignited during any windy conditions and fully extinguished if winds occur and/or after the fire has burned itself down.
- The event organizers should have either a fire truck or a trailer capable of holding 200 gallons of water and appropriate hose and fittings in the event of a fire.
- All pumps and fire equipment should be tested daily to ensure proper operation.
- Roads to be traveled by motorized vehicles should be clear of vegetation.
- Fire extinguishers should be co-located with all internal combustion engines, i.e. generators, ATV's, light plants, etc.
- Depending on the weather no campfires should be considered, charcoal BBQ's should be discouraged, as well as fireworks. Propane gas stoves or electric griddles should be the only permissible cooking equipment.
- Smoking should only be allowed only within designated smoking areas.

The Oregon Department of Forestry thanks the Board of Commissioners in helping to ensure this event occurs in a safe and fire free manner.

Regards,

/s/ David J. Jacobs
Unit Forester
Oregon Department of Forestry



STAFF REPORT

ANGIE BREWER, PLANNING DIRECTOR



April 1,
2015

Board of County Commissioners Hearing
PLAOMG-14-12-0003

Request



Outdoor Mass Gathering permit for a music and art festival entitled “SOAK 2015,” also known as Burning Man Portland.

Date of event: May 21-25, 2015.

Maximum attendance: 1,300 including staff & volunteers.

Applicant: SOAK, LLC

Property Owner: Fred and Jonnie Justesen

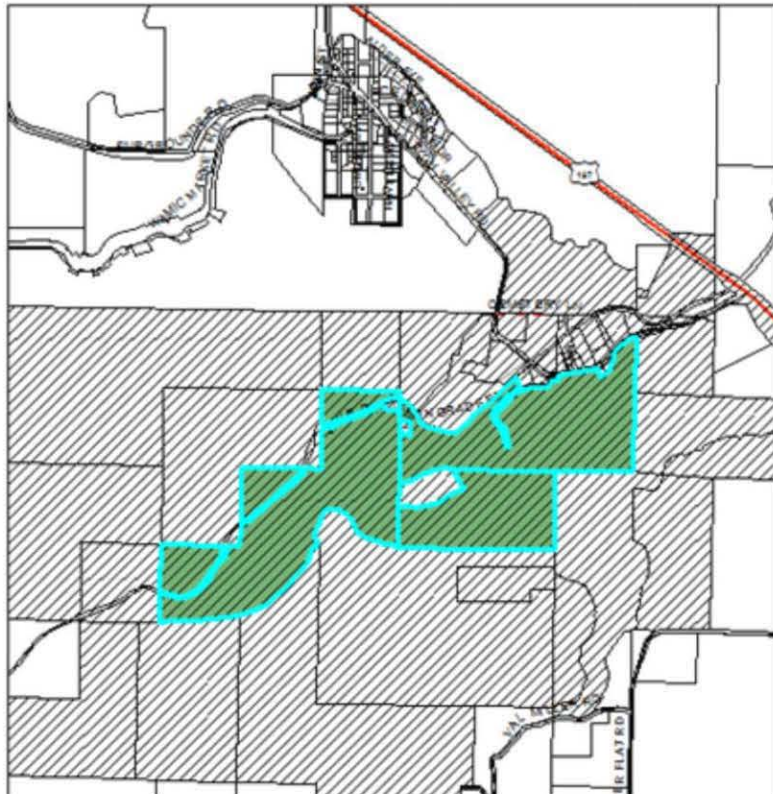
Location: White River Canyon, Justesen Ranch, Tygh Valley

Vicinity Maps

Vicinity Map and 750' Adjacent Property Owner Notification Radius

 Justesen Ranch Properties Containing SOAK 2015

 Properties Located Within 750 feet Provided with Notice





Process Requirements

Statutory Requirements for Notice (ORS 433.750)

- (2) Notice of the application shall be sent to:
 - The county sheriff
 - The county health officer; and
 - The chief of the fire district with jurisdiction
- (4) The county governing body shall hold a public hearing
 - Notice of time and place shall be published 10 days before in a “newspaper of general circulation”

Process Summary



Wasco County Process – Defined by State Law

- ❑ Outdoor Mass Gatherings not a “land use decision”
- ❑ Process and rules outlined in ORS and OAR
- ❑ Our process exceeded statutory requirements regarding notice and transparency
- ❑ Relied on the expertise of our partner departments and agencies

Standards Addressed



ORS 433.750(1)

The governing body...shall issue a permit upon application when the organizer demonstrates compliance with or the ability to comply with the health and safety rules governing outdoor mass gatherings to be regulated according to the anticipated crowd and adopted by the Oregon Health Authority.

- 1000 Friends of Oregon v. Wasco County, LUBA 82-039
- Fence v. Jackson County, LUBA 94-137

Key Questions



- 1) Does the proposal meet the “Outdoor Mass Gathering” definition?
- 2) Does the request demonstrate compliance with or the ability to comply with the applicable health and safety rules?

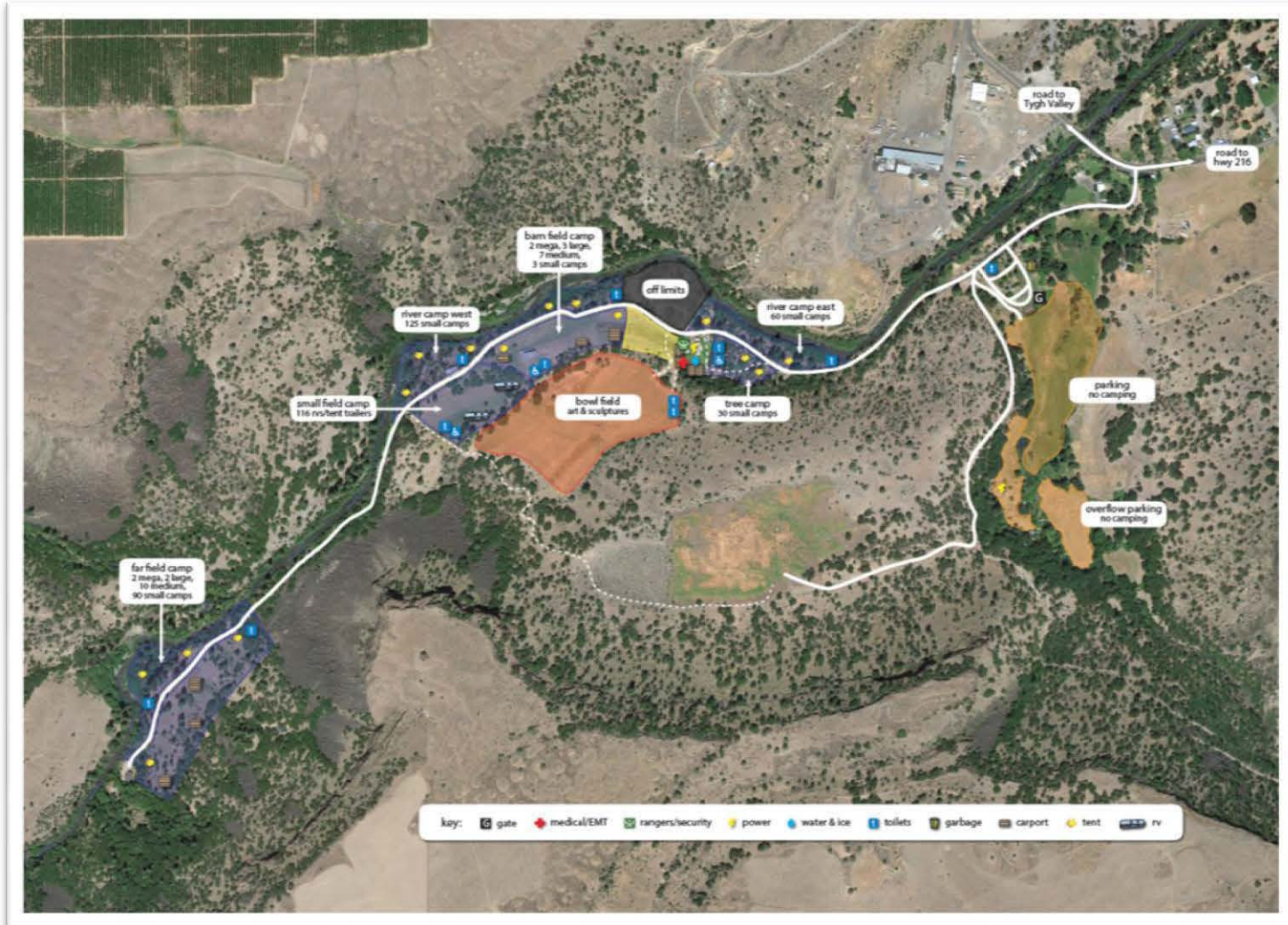
Standards Addressed



Oregon Administrative Rule (OAR) 330 Division 39

- ❑ OAR 333-039-0015 (Water Supply)
- ❑ OAR 333-039-0020 (Drainage)
- ❑ OAR 333-039-0025 (Sewerage Facilities)
- ❑ OAR 333-039-0030 (Refuse Storage and Disposal)
- ❑ OAR 333-039-0035 (Food and Sanitary Food Service)
- ❑ OAR 333-039-0040 (Emergency Medical Facilities)
- ❑ OAR 333-039-0045 (Fire Protection)
- ❑ OAR 333-039-0050 (Security Personnel)
- ❑ OAR 333-039-0055 (Traffic)

Site Plan (will be revised):



Staff Recommendation



Staff Recommends:

Approval of the application for an Outdoor Mass Gathering, subject to the conditions and findings contained in the Staff Report dated March 23, 2015.

SOAK 2015

Outdoor Mass Gathering (OMG)

Application Forms

- Wasco County OMG Application Form
- Wasco County Public Works Operations & Special Event Permit Application
- Receipt for Application Fee
- Recorded Deed
- Proof of Insurance



Wasco County Planning Department
"Service, Sustainability & Solutions"
2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

OUTDOOR MASS GATHERING APPLICATION COVER SHEET and INSTRUCTIONS

APPLICATION FORM: A blank application form is attached. The application form must be submitted in person to Wasco County Planning. The event organizer and all property owners must sign the application. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified. If the applicant does not respond or fails to provide the required information, the application will be denied and the application fee (less County costs) will be returned to the applicant.
A complete application for an Outdoor Mass Gathering must be submitted at least 60 days prior to the event.

FEE: Make check payable to Wasco County Planning:
\$5000 Large Gathering – Attendance of more than 3,000 for 24 to 120 hours
\$2500 Small Gathering – Attendance of 3,000 or less

DEED: Include a copy of the most recent recorded deed or title transfer document that shows all property owners and the legal description for the subject property. Deeds are available from a title company or the Wasco County Clerk at 511 Washington Street, Room 201, The Dalles, Oregon 97058.

SITE PLAN: Include a site plan, drawn to scale, showing the types, numbers and locations of the following:

- | | | |
|----------------------------------|-------------------------------------|---------------------------|
| ▪ Existing Structures | ▪ Proposed Temporary Structures | ▪ Streams/Bodies of Water |
| ▪ Water Supply | ▪ Toilets & Washing Facilities | ▪ Solid Waste Collection |
| ▪ Food Prep & Service Facilities | ▪ Parking, Ingress & Egress Surface | ▪ Surrounding Vegetation |
| ▪ Camping Areas | ▪ First Aid/Medical Standby | ▪ Other: _____ |

FIRE PROTECTION: Include a copy of the proposed fire protection plan coordinated with the applicable fire district. If outside a fire district, provide approval from the Office of the State Fire Marshall or fire prevention district that would respond in event of an emergency.

ENVIRONMENTAL HEALTH: Include a copy of the environmental health plan coordinated with the North Central Public Health District, relating to water supply and usage, sewage, waste storage and disposal, and sanitary food service. Contact North Central Public Health at 419 East Seventh Street, The Dalles, OR 97058 or 541.506.2600.

PUBLIC SAFETY: Include a copy of the public safety plan coordinated with the Wasco County Sheriff's Office addressing parking and crowd control provided by the Organizer. Contact the Wasco County Sheriff's Office at 511 Washington Street, Room 102, The Dalles, OR 97058 or 541.506.2580.

ACCESS & TRAFFIC CONTROL: Include a copy of the access and traffic control plan coordinated with the Wasco County Public Works Director. An Operations Permit will be required. Contact Wasco County Public Works at 2705 East Second Street, The Dalles, OR 97058 or 541.506.2640.

POLICIES AND PROCEDURES

1. Once a complete application is received, the Planning Department will schedule the mandatory public hearing before the Wasco County Board of Commissioners.
2. Planning staff will request comments from other County departments and affected agencies. The event organizer may be required to meet in person with County staff and/or affected agencies to discuss, clarify and possibly amend the application.
3. Planning staff will then prepare a report that:
 - a. Describes the application and requested Outdoor Mass Gathering;
 - b. Summarizes relevant comments from County department, affected agencies and the public ;
 - c. Describes pertinent facts and whether the request complies with the LUDO and other applicable ordinances and regulations;
 - d. Makes a recommendation decision to approve (with any conditions) or deny the event.
4. A copy of the report will be sent to the applicant and any representative listed on the application and forwarded to the Board of Commissioners for the public hearing and final action.
5. Notice of the public hearing will be mailed to the applicant and property owners within the 750 foot notification area. Notice will be mailed not less than 10 days prior to the scheduled hearing.
6. After the public hearing, the Board of Commissioners will consider all documents and evidence and issue an order approving or denying the application based on whether or not the applicable standards and criteria are met.

OUTDOOR MASS GATHERING APPLICATION CHECK LIST

- Application and Fee (must be submitted at least 45 days prior to the requested event)
- Site Plan
- Copy of Recorded Deed or Title Transfer Instrument
- Proof of Insurance
- Fire Protection Plan (Contact the applicable local fire district or Office of the State Fire Marshall)
- Environmental Health Plan (Contact North Central Public Health at 419 East Seventh Street, The Dalles, OR 97058 or 541.506.2600)
- Public Safety Plan (Contact the Wasco County Sheriff's Office at 511 Washington Street, Room 102, The Dalles, OR 97058 or 541.506.2580)
- Parking and Traffic Control Plan (Contact Wasco County Public Works at 2705 East Second Street, The Dalles, OR 97058 or 541.506.2640)
- OREGON LIQUOR CONTROL COMMISSION (OLCC) Permit – If alcohol will be available during the event, include a copy of the OLCC permit. *N/A*



Wasco County Planning Department

"Service, Sustainability & Solutions"

2705 East Second St. • The Dalles, OR 97058
(541) 506-2560 • wcpplanning@co.wasco.or.us
www.co.wasco.or.us/planning

OUTDOOR MASS GATHERING

PLAOMG - 14-12-0003

FEE: 2500

Date Received: 12/26 Planner Initials: BJ Date Complete: Planner Initials:

APPLICANT/ORGANIZER CONTACT:

Name: Thomas McElroy Name of Organization: SOAK LLC

Mailing Address: 555 SE 9th Ave Ste 201

City: Portland State: OR Zip: 97216

Email: apparatus.pdx@gmail.com Phone: 503-970-1689

PROPERTY INFORMATION:

Table with 4 columns: Township | Range | Section | Tax Lot(s), Tax ID, Acres, Owner. Row 1: 4S 13E (See Attachment #1), Fred Justesen

Property Address/Location:

DESCRIPTION OF THE EVENT: (Indicate what will happen and when; attach additional sheets if necessary)

See attached

Additional pages/maps/pictures attached

EVENT DETAILS:

Estimated Attendance: 1500 Dates and Times of Event: May 21 - 25

First Day of Set-Up: May 19, 2015 Last Day of Tear-Down: May 26, 2015

On-Site Contact: Xandra Green 24 HR Phone #: 206-550-7746

Will sound amplification be used? YES NO If YES, explain: We are not a music festival so it would likely be a single P/A system for a few djs during the day.

Will alcohol be available during the event? YES NO If YES, explain (attach OLCC Permit):

SITE PLAN

A general site plan is required and MUST show the types, numbers and locations of the following:

- Existing Structures, Water Supply, Food Prep & Service Facilities, Camping Areas, Proposed Temporary Structures, Toilets & Washing Facilities, Parking, Ingress & Egress Surface, First Aid/Medical Standby, Streams/Bodies of Water, Solid Waste Collection, Surrounding Vegetation, Other:

ATTACHMENT # 1

LETTER OF INTENT TO BURNING MAN PORTLAND

Tax Lots:	Township	Range	Section	Acres
800	4S	13E	10	126.06
2200	\$S	13E	16-15	163.62
401	4S	13E	10	77.31
100	\$S	13E	15	67.29

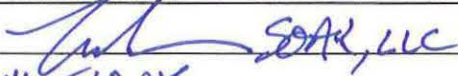
Primary address associated with tax lots:

White River Canyon
89720 Jake Davidson Rd
Tygh Valley, OR 97063

THE APPLICANT/PROPERTY OWNER SHALL CERTIFY THAT:

1. If the application is granted, Applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
2. Applicant will comply with all health and safety rules governing outdoor mass gatherings as adopted by the Oregon Department of Human Services and implemented through Wasco County's Land Use and Development Ordinance (LUDO) and other applicable regulations.
3. Applicant declares under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements, site plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
4. Applicant and Property Owner hereby grant permission for and consent to Wasco County, its officers, agents and employees, as well as public health and fire control officers to come upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application and/or monitoring the terms and conditions of the permit issued and any other applicable laws or ordinances.
5. Applicant and Property Owner have read the entire contents of the application, including the procedures and criteria, and understand the requirements for approving or denying the application.

SIGNATURE OF APPLICANT AND EACH OWNER OF THE SUBJECT PROPERTY

Applicant/Organizer Signature:  SOAR, LLC Date: 12/2/14
Printed Name: THOMAS MCELROY Organization: SOAR, LLC

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____


THE APPLICANT/PROPERTY OWNER SHALL CERTIFY THAT:

1. If the application is granted, Applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
2. Applicant will comply with all health and safety rules governing outdoor mass gatherings as adopted by the Oregon Department of Human Services and implemented through Wasco County's Land Use and Development Ordinance (LUDO) and other applicable regulations.
3. Applicant declares under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements, site plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
4. Applicant and Property Owner hereby grant permission for and consent to Wasco County, its officers, agents and employees, as well as public health and fire control officers to come upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application and/or monitoring the terms and conditions of the permit issued and any other applicable laws or ordinances.
5. Applicant and Property Owner have read the entire contents of the application, including the procedures and criteria, and understand the requirements for approving or denying the application.

SIGNATURE OF APPLICANT AND EACH OWNER OF THE SUBJECT PROPERTY

Applicant/Organizer Signature: _____ Date: _____

Printed Name: _____ Organization: _____

Owner Signature:  Date: 11-30-14

Printed Name: Fred Justesen

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

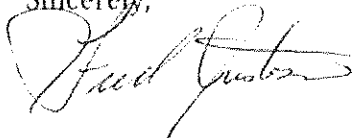
November 5, 2014

FRED JUSTESEN, PARTNER
JUSTESEN RANCH RECREATION
59720 TWIN LAKES RD
GRASS VALLEY, OR 97029

Dear Emily,

Justesen Ranch Recreation intends to lease property in Tygh Valley, OR to Burning Man Portland. The approximate date of the event will be Memorial Day weekend, May 21- May 25, 2015. Defined portions of Tax lots 800, 2200, 401, and 100 will be associated with the event. A list of the lots along with township, range, section # and acres will be an attachment to this letter. Also a deed to the property will be an attachment as well.

Sincerely,

A handwritten signature in cursive script, appearing to read "Fred Justesen".

Fred Justesen
Partner

SOAK* 2014

SURVIVAL GUIDE

July 10 – 13, 2014
Justesen Ranch, OR

*the Decadent
Decathlon*

GATE HOURS:

July 10, Noon – Midnight | July 11 & 12, 9am – Midnight | July 13, Event Ends at 3pm!!

Have an exit plan. Plan to be gone by 3pm on Sunday – not packing – GONE.

What is SOAK*?

SOAK* is a multi-day interactive arts festival and camping event in Oregon with sprawling lawns, glistening river, and vast trails. This is a place to meet your fellow Portland Burners and get a taste of Burning Man Northwest style. SOAK* features participation, fire performances, art, DJs and live music, a pageant, theme camps, workshops, Portland Temple and effigy burns. Anyone can participate.

OUR CORE VALUES:

Participation • Accountability • Responsibility • Respect

TICKETS

- * You must have a physical ticket and photo ID to be admitted.
- * There are no gate sales and no will-call tickets.
- * People without tickets will be turned away at the gate.
- * ALL Minors must be accompanied by parent or guardian.
- * Kids under 12 are free.
- * Dogs by pre-registered lottery only. You will not be admitted if you bring an unregistered dog. The dog lottery has closed.

COMMUNITY RESPONSIBILITIES

Self-Expression and Cooperation require a social contract of mutual respect to make our event a safe place to play.

Personal Boundaries: Respect the moment. Comfort levels vary at different times and with different people. Before you assume someone wants your physical attention, ASK. Being direct isn't a buzz-kill obligation; it's an expected protocol. NO means NO. After someone has said no, cajoling or any form of emotional blackmail is unacceptable. Respecting personal boundaries includes taking photos, video, as well as physical and verbal communication.

Be Responsible: Be capable, able to say no, and sober enough to stay in control. How you feel is not magically known to others, so communicate your boundaries! You are responsible for yourself, but you can always ask for help.

Drugs and Alcohol: Users of alcohol, caffeine, and other drugs should be aware of the risks of alcohol poisoning and dehydration. Please drink responsibly. Serving alcohol to minors is illegal. If your camp has a bar where alcoholic drinks are gifted, the person serving alcohol must check that any person being served is over 21. The use, possession of, and distribution of illegal drugs are violations of the law.

Law Enforcement: Even though SOAK is held on private property we respect ALL local, county, state and federal laws. Law enforcement agencies are welcome at SOAK at any time, and may be present on site. If you are approached by law enforcement, be cooperative and ask for identification or a business card if you feel you need follow up. If you feel there is something to report about your experience (positive or negative), find a SOAK or BRC Ranger to file a report.

Preparation

You must bring everything you need to SOAK, INCLUDING WATER, FIRST AID, and FOOD. Practice SELF-RELIANCE. The site is located about 20 miles from the nearest town with supplies and fuel. There is NO DRINKING WATER, NO COFFEE, and NO ICE available on site!

GARBAGE & RECYCLING: Garbage and recycling containers are NOT provided. This is a LEAVE NO TRACE event — please ensure that you bring receptacles. Pack it in, pack it out. This includes everything including gum, gray water, and food! We want to hold future events at this property, and we need to respect its beauty. Don't ask others to clean up after you. (Tip: Altoid tins are great portable ashtrays).

POWER, CELL PHONES, AND INTERNET: You will need to supply any power you need for the event — there is no public grid. There is limited cell phone service, and no internet. Medical personnel and staff with radios are equipped with a phone for EMERGENCY PURPOSES ONLY.

PLACEMENT: If you have applied for placement for your camp, art, or vehicle, find a placer as soon as you arrive to direct you to your camp location. (ProTip: ask Gate Staff to radio for Placement). If you are NOT placed, do not camp inside the areas marked by survey flags. Please do not put your stuff in areas marked for placed things. Roads will be marked in red flags – do not camp inside them.

- * Roads will be marked in red flags — do not camp inside them.
- * Car camping is allowed in designated areas only.
- * Placed things must arrive by Friday at 12:00 pm or the space becomes first come, first serve.
- * Register for art placement here: <http://bmpdx.com/soakart>
- * Register for theme camp placement here: <http://bmpdx.com/themecamp>

WHAT TO BRING:

- Your TICKET
- Your ID
- Food
- Drinking water
- Your camp setup (tent, trailer, bedding, kitchen setup)
- Lighting for your camp and self
- Warm clothing for the rain or chilly Coast Range nights
- Power you need for the event (generators, batteries)
- Personal libations
- Gray or dish water receptacle
- Food waste receptacle
- First Aid Supplies
- Prescriptions, glasses, contacts
- Trash bags/recycling container
- Optional gifts
- Costumes, other personal décor
- Musical instruments and other creative supplies
- Cooking and/or generator fuel
- Extra fuel for your car
- Extra one-ply toilet paper
- Bicycle or other human powered vehicle.
- Dog leash, Dog waste bags, Dog food (see "Policies" section)
- Swimming toys, as long as they leave with you
- An open mind
- Sunblock
- Shade structure

THE TEN PRINCIPLES

The Guiding Principles for Regional Networks

Inclusion: Anyone may be a part of Soak. We welcome and respect the stranger. No prerequisites exist for participation in our community.

Gifting: SOAK* is devoted to acts of gift giving. The value of a gift is unconditional. Gifting does not contemplate a return or an exchange for something of equal value.

Decommodification: In order to preserve the spirit of gifting, our community seeks to create social environments that are unmediated by commercial sponsorships, transactions, or advertising.

Self-reliance: SOAK* encourages the individual to discover, exercise, and rely on their inner resources.

Self-expression: Self-expression arises from the unique gifts of the individual. No one other than the individual or a collaborating group can determine its content. It is offered as a gift to others. In this spirit, the giver should respect the rights and liberties of the recipient.

Communal Effort: Our community values creative cooperation and collaboration. We strive to produce, promote and protect social networks, public spaces, works of art, and methods of communication that support such interaction.

Civic Responsibility: We value civil society. Community members who organize events should assume responsibility for public welfare and endeavor to communicate civic responsibilities to participants. They must also assume responsibility for conducting events in accordance with local, state, and federal laws.

Leave No Trace: Our community respects the environment. We are committed to leaving no physical trace of our activities wherever we gather. We clean up after ourselves and endeavor, whenever possible, to leave such places in a better state than when we found them.

Participation: Our community is committed to a participatory ethic. We believe that transformative change, whether in the individual or in society, can occur only through the medium of personal participation.

Immediacy: Immediate experience is, in many ways, the most important touchstone of value in our culture. We seek to overcome barriers that stand between us and a recognition of our inner selves, the reality of those around us, participation in society, and contact with a natural world exceeding human powers. No idea can substitute for direct experience.



Policies

LOST ITEMS: SOAK* is not responsible for lost or stolen items. Please plan accordingly.

EJECTION: SOAK, LLC reserves the right to deny entry to the event, or to revoke event access at any time, for any reason, or for no reason at all.

GTFO! We love you and your camp, but please have an exit plan. You need to have cleaned up and left by 3:00 pm Sunday at the latest. Whether or not you are part of a site-wide clean-up, please do your part and patrol your campsite and the grounds around it for cleanliness.

INS & OUTS: Each participant will be given a wristband. Re-entry is only allowed with wristbands. Keep your wristband on AT ALL TIMES during the entire event.

DRIVING DURING EVENT: For the safety of others and due to the limited width of the road leading to the property, once vehicles are parked, they must stay put. Unregistered and adaptive vehicles are not allowed to drive during the event. The speed limit at SOAK is 5 MPH, always and everywhere.

LARGE VEHICLES, TRAILERS AND RVS: Please note, due to the infrastructure of portions of Justesen Ranch, large art cars and vehicles over 25 feet in length MUST pre-register at <http://bmpdx.com/soakparking>. There is limited car camping space, so please plan to tent camp and park your vehicle in the designated overflow parking area.

DOGS: If your dog has been known to be a nuisance, safety concern, or problematic around other dogs, please do not register your dog for the lottery. Your dog will be subject to a one strike policy. SOAK has the right to eject you and your dog from the event for any incident. In the event of ejection, you may choose to board your pet nearby. <http://bmpdx.com/soakdog>

NO VENDING: There will be NO vending or advertising of any kind permitted at SOAK.

PHOTOGRAPHY: Commercial use of pictures or video taken at SOAK is prohibited without written consent from SOAK, LLC.

BUILDINGS ON SITE: There is NO ACCESS to any of the private buildings on the property.

OUR CORE VALUES
Participation* Accountability*
Responsibility* Respect*

Music and Performance Arts

To help streamline the creation of the stage(s) schedule, we ask that you pre-register your performances. We welcome your musical or performance choice.

If you decide to bring your own sound for your camp, please note that any system over 100 watts (basically, anything bigger than a boom box) needs to be pre-registered at: <http://bmpdx.com/soakevent>

Fire Arts

All fire art (mobile or stationary) must register with Placement at: <http://bmpdx.com/soakart>

Fire Performers interested in the Effigy Ceremony must pre-register here: <http://bmpdx.com/soakevent>



Services

PORTA-POTTIES: Everybody poops, so, we will have porta-potties placed around the property. If it didn't come from your body, you can't put it in the potty. Please respect our vendor and all of your neighbors by taking good care of the facilities. (And it never hurts to bring extra one-ply toilet paper.) Respect the property — do not use the woods as your toilet. Do not place paper towels, 2-ply TP, diapers, wet wipes, feminine products, or dog waste bags in the toilets.

MEDICAL: SOAK supplies a professional triage medical service as well as an all-volunteer medical staff that only offers the level of care they are certified to provide. The medical station offers first aid and basic triage, and is indicated on your map. The medical station is located in the house at the concrete parking pad.

EMERGENCIES: In the event of a major medical, mental health, or other emergency that cannot be handled on site, emergency services will be called. Notify SOAK Medical, Rangers, or a Staff member with a badge and radio if you have an emergency or have witnessed an emergency.

RANGERS: Radical self-reliance and respect means you are responsible for your own actions. This includes being respectful of your neighbors, controlling the volume of your camp, and working out disagreements respectfully. Rangers patrol the event and you can reach out to them if you need urgent help or assistance in resolving a conflict. Typically dressed in khaki (or green Oregon shirts), Rangers are participants who volunteer to help to make our event safe, smooth, and enjoyable.

Safety

WEAPONS PROHIBITED: Weapons don't make sense at events like ours. Firearms are prohibited. Leave it at home, even if it's licensed. You don't need it, and we don't want to deal with it.

FIREWORKS: Our event is a summer event, posing a fire danger to the people and property where we host SOAK. For everyone's safety and to protect the land, personal fireworks and pyrotechnics are prohibited.

FIRST AID: Please be prepared, and bring your own first aid supplies and medications. Please be aware that there may be snakes and bees on the property. Please bring precautionary items, if you experience sensitivities or allergic reactions to any of these natural hazards.

PERSONAL FIRES: For the safety of the forest and all participants, candles, torches, and oil lanterns are prohibited. All flame including personal fires, charcoal BBQs and fire art must be monitored at all times. Unattended flame will be extinguished and persons responsible may be ejected from the event. Each camp or performer must keep an extinguisher or 5 gallon or greater bucket of water visibly near their flame at all times. All fires must be elevated in a barrel or pit.

SPEED LIMIT 5 MPH: The Speed Limit everywhere at SOAK is 5 MPH. To ensure everyone's safety, please help to coach and enforce this speed limit amongst your fellow community members.

RATTLE SNAKES: Rattle snakes are a real concern at Justesen Ranch. If you wander outside the main event, your probability of encountering a snake will increase. Stay calm and slowly back away if you encounter a snake.

New this year: 2014

GATE LOCATION UPDATE: Gate has been moved to increase safety. Please review your map for the new gate location to avoid any surprises.

To get through Gate swiftly and easily, follow these tips:

- ★ Have your ticket(s) and ID(s) ready before you pull up to gate.
- ★ Make sure your RV/rig/trailer is unlocked and accessible for any potential searches.
- ★ Abide all federal, state, and local driving/vehicle laws by not traveling with open alcohol containers, illegal drugs or paraphernalia, or hazardous materials.
- ★ Stay with your vehicle; do not exit the vehicle unless asked to do so.

EARLY ENTRY CHANGES: Placed theme camps, art car crews, art installations, and volunteers can apply for early entry for Wednesday, July 9th arrival only. There will be no early entry allowed before noon on Thursday, July 10th.

MUTANT VEHICLES: Small mutant art cars are encouraged at Justesen Ranch. The ability to have art vehicles provides SOAK with the culture that is so highly valued in our community. Registration is required. Please register your art car to let us know what you plan on bringing BEFORE arriving. Unregistered vehicles will not be permitted. Art car passes will be distributed at gate. Register at: <http://bmpdx.com/soakart> Vehicles over 25 feet in length can register here: <http://bmpdx.com/soakparking>

ADAPTIVE VEHICLES, GOLF CARTS, AND UTVS:

We are pleased to allow small vehicles on site for those who have mobility limitations. Motorcycles, mopeds, or scooters are not permitted to drive during the event. Registration is required. Please register your adaptive vehicle and let us know what you plan on bringing BEFORE arriving. Unregistered vehicles will not be permitted. Adaptive vehicle passes will be distributed at gate. Register at: <http://bmpdx.com/soakparking>

AMBASSADORS (2ND YEAR): Ambassadors, much like "Greeters" will be one of the first stops along your point of entry, to help you familiarize yourself with the property and make your first experience at SOAK* a little extra... interesting. Ambassadors may be staffing an info booth called "The Embassy" located at center camp to help you find the resources and information you need.

UNLOADING ZONES: Designated unloading zones for setting up camps and unloading near the walk-in camping areas will be marked. Vehicles have 30 minutes to unload. Share the zone — this space is not to be used while you are setting up your camp. SOAK* has the right to tow your vehicle for improper parking. The community will let SOAK* know if you have been there for longer than 30 minutes.

MOBILITY RESTRICTED AND HANDICAP PARKING:

Designated mobility restricted parking will be available in the main lower field. Do not abuse this privilege; we are reserving this limited space for those who genuinely require it. Mobility restricted parking passes will be issued at gate. You must pre-register for this service here: <http://bmpdx.com/soakparking>

FIRE SAFETY TEAM: Fire arts, effigies, and performers can look forward to improved fire coordination this year with the addition of the Fire Safety Team, in coordination with the SOAK Rangers.

Getting to SOAK* at Justesen Ranch at White River Canyon

89720 Davidson Road, Tygh Valley, OR 97063

FROM THE WEST: PORTLAND, OREGON COAST

1. Head East on I-84 towards The Dalles.
2. From the town of The Dalles, take Exit 87 onto US-197 S/US 30 W towards Dufur and Bend (Watch for US-197 S signs as it disconnects with US 30).
3. Just past the town of Tygh Valley, turn right onto Tygh Valley Road (signs for Tiger Valley Road). PLEASE DRIVE SLOWLY in Tygh Valley.
4. Take the 1st left onto Davidson Grade Road (Watch for SOAK signs).
5. Keep right along the river for .6 miles. SOAK is straight ahead!

FROM THE NORTH: SEATTLE, BC

1. Head East on I-90.
2. In the town of Ellensburg take exit 110 to merge onto I-82 E/US-97 S toward Yakima.
3. Take exit 37 to merge onto US-97 S toward Goldendale/Bend Oregon.
4. In Yakima merge onto US-97 for 14.6 miles and then turn right to stay on US-97.
5. Travel 58.4 miles and turn left to stay on US-97.
6. Travel 0.2 miles and at US-14 near the Columbia River, turn left onto US-97 S/WA-14 E.
7. Travel 0.4 miles and take the 1st right onto US-97 S. Welcome to Oregon.
8. Turn right to merge onto I-84 toward The Dalles.
9. Take exit 87 for US 30/US 197 toward Dufur and Bend. (Watch for US-197 S signs as it disconnects with US 30).
10. Follow steps 3 through 5 above.

FROM THE SOUTH: EUGENE, CORVALLIS

1. Head North of I-5 towards Portland.
2. Merge North East onto I-205.
3. Take Exit 12 onto OR-212/OR-224 E in Clackamas.
4. In the town of Boring take a slight right onto US-26 E/Mount Hood Highway. (signs for SE 312th Dr./Sandy/Mount Hood).
5. Take a slight left onto OR-216 E.
6. After 25.8 miles turn left onto OR-216/US-197.
7. Turn left onto Tygh Valley Road. PLEASE DRIVE SLOWLY in Tygh Valley.
8. Take the 1st left onto Davidson Grade Road. (Watch for SOAK signs).
9. Keep right along the river for .6 miles. SOAK is straight ahead!

- ★ **RESPECT THE NEIGHBORS:** Do not use private driveways to turn around.
- ★ **RESPECT THE ROAD:** Obey all posted speed limits, watch out for animals.
- ★ **DO NOT DRIVE TIRED!** Roads can be fatal if not driving fully alert and aware.



SHADED AREA TO BE COMPLETED BY PLANNING DEPARTMENT

Legal Parcel NO YES
Deed/Land Use Action: _____

Previous Map and Tax Lot: _____

Past Land Use Actions: If yes, list file #(s) _____ NO YES
Still subject to previous conditions? NO YES

Zoning: A-1 160 ; TV-R ;

Environmental Protection Districts – List applicable EPDs:

- EPD # 2 landside (on a portion of site)
- EPD # _____
- EPD # _____
- EPD # _____

Water Resources

Are there bodies of water on property or adjacent properties? NO YES

List: White River

- Fish bearing (100 ft buffer) Non fish bearing (50 ft) Not identified (25 ft)
- Irrigation ditch (50 ft buffer)

Access:

Property has a legal access from: Jake Dandson Grade Road NO YES
County or ODOT approach permit is required?

Address:

Address exists and has been verified to be correct? NO YES
Address needs to be assigned after approval? NO YES

Pre-Application Conference Date & Time: 11/24/14



2705 E 2nd Street
The Dalles, OR 97058
Ph # (541) 506-2640
Fax # (541) 506-2641

OPERATIONS & SPECIAL EVENT PERMIT APPLICATION

Applicant: Thomas McElory, in care of Burning Man Portland and SOAK, LLC
By: Burning Man Portland

Mailing Address:
555 SE 99th Ave. Ste. 201
Portland, OR 97216

Phone: (503) 970-1689
Fax: n/a
Email: portland@burningman.com/portland@burningman.org

Date of Application:
Monday, December 01, 2014

Organization accepting responsibility for the operations or event if different:

Name: SOAK, LLC
Contact: Thomas McElroy

Mailing Address:
555 SE 99th Ave. Ste. 201
Portland, OR 97216

Phone: (503) 970-1689
Fax: n/a

Applicant hereby applies to the Wasco County Public Works for permission to hold the following:

Type of Operations/Event:
Arts Festival

Name of Operations/Event (if applicable):
SOAK 2015

Sponsor (if applicable):
SOAK, LLC

Date(s) of Operations/Event:
● Operations: May 19, 2015 - May 26, 2015
● Event: May 21 - May 25, 2015

Operations Beginning Time(s): 5/19/15 6:00pm Setup Crew Arrival
Event begins: 12:00 pm 5/21/15
Event ends: 3:00 pm 5/25/15
Operations Ending Time(s): 5/26/15 12:00pm Clean Up Crew and Vendor Departure

Number of Participants (if applicable): ~1300

General location of proposed operations/event:

Road(s) affected:
Davidson Grade Rd.
Tygh Valley Rd.
OR 197

*** Attach a detailed map or plan depicting the event route or operations area. Show a North arrow, street(s), bridge(s), starting point, direction of travel, ending point, and any other information that would help identify the event or operations.**

*** Attach a detailed traffic control plan showing the layout of warning signs and/or flaggers.**

*** Attach a detailed operations or event schedule.**

Additional information:

Please see SOAK 2015 Traffic Control Plan, accompanied with Wasco County Mass Gathering Permit (SOAK 2015).

PERMIT INSTRUCTIONS

1. THIS IS NOT A PERMIT. Your permit will be issued later. Once the application has been processed and the required attachments have been reviewed, you will be assigned a Permit Number and a permit will be issued to you.
2. List the name of the applicant (individual, chairperson, sponsor or company), complete mailing address, daytime phone number, fax number if applicable, and the name of the main contact person if the applicant is a company. The organization that accepts responsibility for the event or operations must be listed on the application.
3. If applicable, the proposed operations shall be identified on the application by name and sponsor and shall list the proposed beginning and ending times and dates, as well as the anticipated number of participants.
4. All permit applications shall include a location map and a set of plans or sketch detailing the proposed route or area. The plan or sketch shall show a north arrow and include the event starting point, direction of travel, ending point, all streets and bridges impacted and any other information that would help identify the operations or event.

5. All permit applications must include a detailed traffic control plan and event schedule. The traffic plan and schedule shall be approved by the Wasco County Public Works and the Wasco County Sheriff prior to beginning any operations.

6. Attached to the permit application is a copy of the Operations and Special Event Permit Regulations. These regulations apply to all work to be performed and it is the applicant's responsibility to insure that all permit regulations and conditions are followed.

Failure to provide required information or attachments will delay permit application processing.

Wasco County
Permit Receipt
RECEIPT NUMBER 00001774

Account name: 0010782

Date: 1/2/2015

Applicant: THOMAS MCELROY SOAK LLC

Type: check # 2320

<u>Permit Number</u>	<u>Fee Description</u>	<u>Amount</u>
PLAOMG-14-12-0003	OUTDOOR MASS GATHERING	2,500.00
	Total:	2,500.00

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, That JONNIE L. JUSTESSEN, hereinafter called the grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey unto FRED A. JUSTESSEN, hereinafter called grantee, and unto grantee's heirs, successors and assigns, all of that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, situated in the County of WASCOS and State of Oregon, described as follows, to wit:

An undivided one-half interest in and to that certain real property described in Exhibit A attached hereto and made a part hereof as if fully set out herein.

SUBJECT TO AND EXCEPTING:

1. The rights of the public in and to the portions thereof included within the boundaries of roads and highways.
2. The usual reservations as contained in patents issued by the United States of America.
3. Public utility easements including, but not limited to:
 - (a) Easement and right-of-way as granted to Pacific Power and Light Company by deed recorded in Deed Book 87, Page 349, which affects the South half of the southwest quarter of the Northeast quarter of Section 10. (Affects Parcel I)
 - (b) Telephone Line Right-of-Way Easement, Mountain Fir Lumber Co., Inc. to Telephone Utilities, Inc., recorded December 12, 1985, Wasco County, Oregon, Micro Film No. 85-2819. (Affects Parcels III & IV)
 - (c) Telephone Lien Right-of-Way Easement, Mountain Fir Lumber Co., Inc. to Telephone Utilities of Eastern Oregon, Inc., recorded August 3, 1988, Wasco County, Oregon, Micro Film No. 88-2247. (Affects Parcels II, IV & V)
 - (d) Telephone Cable Right-of-Way Easement, Mountain Fir Lumber Co., Inc. to Deschutes Telephone Company, recorded April 26, 1973, Wasco County, Oregon, Micro Film No. 73-0893. (Affects Parcel IV)
 - (e) Telephone Line Right-of-Way Easement, Mountain Fir Lumber Co. Tygh Valley Division to Deschutes Telephone Co., recorded July 30, 1991, Wasco County, Oregon, Micro Film No. 91-2539. (Affects Parcel IV)
4. As disclosed by the tax roll, portions of the real property described in Exhibit A have been zoned or classified for farm use. At any time that said land is disqualified for such use, the property will be subject to additional taxes or penalties and interest.

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever. The true and actual consideration paid for this transfer, stated in terms of dollars, is \$93,750.00.

IN WITNESS WHEREOF, the grantor has executed this instrument this 20 day of November, 1991.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEED TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Jonnie L. Justesen
Jonnie L. Justesen

STATE OF OREGON)
County of Wasco) ss.
November 20, 1991

Personally appeared the above named Jonnie L. Justesen and acknowledged the foregoing instrument to be his voluntary act and deed.

Before me:
Marsha K. Morrison
Notary Public for Oregon
My commission expires 9-22-95



After recording return to:
DICK & DICK
601 Washington St.
The Dalles, OR 97058

Until a change is requested all tax statements shall be sent to the following address:

Fred A. Justesen
Grass Valley, OR 97029

914084
Microfilm No.

FILED WASCOS CITY
THE DALLES, OR.
Nov 22 2 10 PM '91

COMPARED

RECORDED
STATE OF OREGON
County of Wasco

I certify that this document was received and recorded in the records of the County of Wasco, Oregon, by Karen E. LeBreton, County Clerk's Deputy.

INDEXED

914084 (6)

EXHIBIT A

PARCEL I - CODY PROPERTY

Tract II, Wasco County Partition Plat
Filed by Mountain Fir Lumber Co., Inc.
Recorded as File No: 91-0010, July 17, 1991
More Particularly Described as:

A tract of land in the North one-half of Section 10, Township 4 South, Range 13 East, Willamette Meridian, Wasco County, Oregon, being more particularly described as follows:

Commencing at the southwesterly corner of the Plat of Juniper Addition in Wasco County, Oregon, said point being 30 feet easterly when measured at right angles from the centerline of the Old The Dalles-California Highway No. 197, now Wasco County Road No. 247, also known as Tygh Valley Road; thence North 32°52'13" East along the southerly line of said Plat of Juniper Addition 1.59 feet to a point being on the East side right-of-way of said Wasco County Road No. 247 on the tapered widening section of said road as deeded to Wasco County by instrument recorded Microfilm No. 78-0652, Microfilm Records for Wasco County, Oregon, said point further being 1,774.42 feet East and 169.56 feet South of the Northwest corner of said Section 10; thence along the line of the widened right-of-way of said County Road, South 48°22'08" East 84.98 feet to a point 40.00 feet easterly when measured at right angles from Engineer's Centerline Station as referred to in said conveying deed of widening of 38+50; thence continuing along said right-of-way 40.00 feet easterly of, when measured at right angles from and parallel with the centerline of said highway, South 42°39'30" East 346.08 feet to a 5/8" iron rod and true point of beginning of this description, said point being 2,072.46 feet East and 480.53 feet South of the Northwest corner of said Section 10; thence leaving said right-of-way North 44°46'14" East 746 feet, more or less, to the centerline of Tygh Creek; thence southeasterly and downstream along the centerline of Tygh Creek to its intersection with the East line of said Section 10; thence South along the East line of said Section 10 a distance of 800 feet, more or less, to the East one-quarter corner of said Section 10; thence westerly along said East-West centerline 2,280 feet, more or less, to an intersection with the easterly right-of-way line of said Old The Dalles-California Highway No. 197, now Wasco County Road No. 247, said point being South 89°54' East 300 feet, more or less, from the Center one-quarter corner of said Section 10; thence northerly along the easterly right-of-way line of said highway and county road 2,575 feet, more or less, to the point of beginning of this description.

TOGETHER WITH the Right of Way Easement granted by Wasco County to Mountain Fir Lumber Co., Inc. dated February 13, 1974 and recorded July 17, 1991 as Micro Film No. 91-2384, Wasco County Records.

EXCEPTING therefrom the following described nonexclusive perpetual road easement which is reserved to the Grantor, its successors and assigns, which easement shall be appurtenant to Tract I, Wasco County Partition Plat, filed by Mountain Fir Lumber Co., Inc., recorded as File No. 91-0010, July 17, 1991, Wasco County Records:

A strip of land 30 feet wide lying 15 feet on either side of the following described centerline:

914084 (h)

EXHIBIT A

2

Beginning at a point 2,072.46 feet East and 480.53 feet South of the Northwest corner of Section 10, Township 4 South, Range 13 East, Willamette Meridian, Wasco County, Oregon, thence North 44°46'14" East 12.64 feet to the true point of beginning of the centerline of this road easement; thence South 41°07'36" East 1,105.52 feet to a point; thence South 22°40'38" East 38.54 feet to the Easterly right-of-way line of the Old The Dalles-California Highway No. 197, now Wasco County Road No. 247, also known as Tygh Valley Road, and the termination of this road easement, EXCEPT any portion of the above-described road easement lying within the Old The Dalles-California Highway No. 197.

ALSO EXCEPTING therefrom that part conveyed to Wasco County by instrument recorded March 1, 1978 as Micro Film No. 78-0652, Wasco County Records.

ALSO EXCEPTING therefrom any part thereof lying Southerly of the most Northerly bank of the White River.

SUBJECT TO the rights of the Public in the roadway along the South boundary of the above described property.

PARCEL II - "FIVE ACRES SOUTH OF WHITE RIVER"

Beginning 802 feet North of the one-sixteenth section corner on the South boundary of the Southwest quarter of Section 10, in Township 4 South, Range 13 East of the Willamette Meridian. Running thence South 89° East a distance of 233 feet; thence South 60° East 449 feet; thence North 72° East 168 feet; thence North 31° East 100 feet, more or less, to the center of the channel of White River, thence following center of said channel, Northwesterly and upstream 968 feet to a point due North of the point of beginning; thence South 405 feet, more or less, to the point of beginning.

PARCEL III - "DUPLEX ACROSS WHITE RIVER"

Beginning at a point 22.14 chains North of the Southeast 1/16 corner of the West half of the Southeast quarter of Section 10, Township 4 South, Range 13 East of the Willamette Meridian; thence North 10.73 chains to center of White River; thence South 48° West 11.605 chains up White River; thence South 5° East 3.695 chains to center of road; thence North 85°11' East 8.345 chains to place of beginning, all in Section 10, Township 4 South, Range 13 East of the Willamette Meridian, SAVE AND EXCEPT that certain tract of land conveyed by Edwin S. Baxter and wife to Donald G. Iverson and wife, recorded in Book 113, Page 595, Deed Records of Wasco County, Oregon, as follows: Beginning at a point 1720 feet North of the Southeast 1/16 corner of the West half of the Southeast quarter of Section 10, Township 4 South, Range 13 East of the Willamette Meridian, said point being on the Northerly right-of-way line of The Dalles-California Highway; running thence North 450 feet to the center line of White River; thence South 48° West upstream along White River 500 feet to State Highway Bridge; thence Southeasterly along Northerly right of way line of The Dalles-California Highway 410 feet to point of beginning.

EXCEPTING Beginning at a point located North a distance of 1562.7 feet and East a distance of 15 feet, more or less, from the Southeast 1/16 section corner of the West half of the Southeast quarter of Section 10, Township 4 South, Range 13 East of the Willamette Meridian, in Wasco County, Oregon, which place of beginning is the Southeast corner of an existing fence on the Easterly and Southerly boundary of the property herein described; thence running West 111 feet, more or less, to the Easterly boundary of the Davidson Grade County Road No. 216, thence

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EXHIBIT A

Northerly along said boundary to the Southerly boundary of the Old The Dalles-California Highway, thence Northeasterly along the Southerly boundary of the Old The Dalles-California Highway 106.2 feet, more or less, to a point 3.1 feet North of the existing fence line, as extended, along the Easterly side of the property herein described, thence South following the existing fence line 70.6 feet, more or less, to the Southeast corner of the existing fence line on the Easterly and Southerly boundary of the property herein described and the point of beginning.

ALSO EXCEPTING, beginning at a point 22.14 chains (1,461.24 feet) North of the Southeast 1/16 corner of the West half of the Southeast quarter of Section 10, Township 4 South, Range 13 East of the Willamette Meridian; thence running North $117\frac{1}{2}$ feet; thence West 91 feet; thence South $122\frac{1}{2}$ feet; thence East 96 feet to the place of beginning, subject to an easement to the Pacific Power and Light Co.

ALSO EXCEPTING that property described in Bargain and Sale Deed, Mountain Fir Lumber Company to Wasco County, recorded November 22, 1982, Micro Film No. 82-2458.

PARCEL IV - "MAYFIELD PROPERTY"

The Northeast quarter of the northwest quarter of Section 15, Township 4 South, Range 13 East of the Willamette Meridian;

ALSO, beginning at the Southwest corner of the Southeast quarter of the Southwest quarter of Section 10, Township 4 South, Range 13 East of the Willamette Meridian and running thence North along the West line of said subdivision a distance of 594 feet; thence South $57^{\circ}18'$ East 93 feet; thence South $80^{\circ}20'$ East 143 feet; thence South $87^{\circ}31'$ East 231 feet; thence North $76^{\circ}00'$ East 166 feet; thence North $72^{\circ}00'$ East 168 feet; thence North $31^{\circ}00'$ East 100 feet, to the center of the channel of White River; thence Northeasterly and downstream along said channel, 1596 feet; thence leaving said channel and running South $05^{\circ}00'$ East 243.87 feet to the center of the County Road; thence North $85^{\circ}11'$ East 452.1 feet; thence South $02^{\circ}46'$ West 215.7 feet; thence East 107.25 feet to the East line of the Southwest quarter of the Southeast quarter of said Section 10; thence South $00^{\circ}11'$ West 1237.5 feet to the Southeast corner of said Southwest quarter of Southeast quarter; thence South $89^{\circ}58'$ West along the South lines of the Southwest quarter of the Southeast quarter and the Southeast quarter of the Southwest quarter of said Section 10, 2654 feet to the point of beginning.

EXCEPT the following described parcel which is reserved to the Grantor, its successors and assigns:

A tract of land in the Southwest one-quarter of Section 10 and the North one-half of the Northwest one-quarter of Section 15, Township 4 South, Range 13 East, Willamette Meridian, Wasco County, Oregon, being more particularly described as follows:

Beginning at the Southwest corner of the Southeast one-quarter of the Southwest one-quarter of said Section 10; thence North $00^{\circ}09'45''$ West at right angles to the South line of said Section 10 a distance of 45.77 feet; thence North $89^{\circ}50'15''$ East parallel with and 45.77 feet North of the South line of said Section 10 a distance of 1,108.90 feet; thence at right angles South $00^{\circ}09'45''$ East 737.42 feet; thence at right angles parallel with the North line of said Section 15, South $89^{\circ}50'15''$ West 1,108.90 feet; thence at right angles North $00^{\circ}09'45''$ West 691.65 feet to the true point of beginning of this description.

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EXHIBIT A

FURTHER EXCEPTING the following described perpetual road easement which is reserved to the Grantor, its successors and assigns, which shall be appurtenant to the above described excepted parcel:

A strip of land 30 feet wide lying 15 feet on either side of the following described centerline:

Beginning at a point on the East line of the above described tract, said point being North 00°09'45" West 225.45 feet from the Southeast corner of said tract, said point further being 212.77 feet South 89°50'15" West and thence 466.20 feet South 00°09'45" East of the North one-quarter corner of said Section 15; thence North 69°53'19" East 158.73 feet; thence North 77°08'43" East 106.80 feet; thence North 66°38'12" East 146.06 feet; thence South 88°40'01" East 73.51 feet; thence North 87°42'14" East 29.70 feet; thence North 47°12'53" East 28.18 feet; thence North 19°04'28" East 22.95 feet; thence North 00°51'19" West 28.80 feet; thence North 02°54'28" West 30.95 feet; thence North 07°01'38" West 125.55 feet; thence North 07°50'57" West 109.32 feet; thence North 09°11'50" East 106.92 feet; thence North 26°58'19" East 56.66 feet; thence North 33°41'43" East 89.60 feet; thence North 37°40'22" East 194.39 feet to the terminus of said centerline, said point being the northerly vacated terminus of Davidson Grade, Wasco County Road No. 216, as said road was vacated by Order of Wasco County Court dated September 25, 1974, said point of terminus further being described as being 386.86 feet North and 486.16 feet East of the North one-quarter corner of Section 15, Township 4 South, Range 13 East, Willamette Meridian, and at the point of intersection to a private road leading to the Glenn and Arlene Full residence.

The foregoing road easement reserved to Grantor, its successors and assigns, shall be nonexclusive and may be used by the Grantees, their heirs and assigns, for access to this Parcel IV, provided, however, Grantor, its successors and assigns, reserve the right to maintain a locked gate to control access to this road easement.

PARCEL V - "CARPENTER COURT"

Beginning 594 feet North of the 1/16 Section corner on the South boundary of the Southwest quarter of Section 10, Township 4 South, Range 13, East of the Willamette Meridian; running thence South 57°18' East a distance of 93 feet; thence South 80°20' East 143 feet; thence South 87°31' East 231 feet; thence North 76° East 166 feet, to a Pine tree, 14 inches in diameter; thence North 60° West 436 feet; thence North 89° West 233 feet to the West line of the Southeast quarter of the Southwest quarter of Section 10; thence South 178 feet to the point of beginning, containing 3.55 acres more or less. SAVE AND EXCEPT the parcel heretofore conveyed to Carl H. Miller and Ellerraine Miller, his wife, as shown by deed recorded, Micro Film No. 66-0545, Wasco County, Oregon, March 15, 1966.

ALSO an easement 30 feet wide for a roadway; beginning at the Northwest corner of the above described tract and following the Northerly boundary of said tract to the Northeast corner thereof; and thence Easterly along the present used roadway to the County Road. This roadway to be used in common with others.

PARCEL VI - "GLENN T. FULL PROPERTY"

Northwest quarter of Northeast quarter of Section 15, Township 4 South, Range 13 East of the Willamette Meridian, in the County of

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EXHIBIT A

Wasco and State of Oregon; Also including vacated Davidson County Road, which was vacated by Order of the Wasco County Court dated September 25, 1974.

PARCEL VII - "PORTION OF MEYERS PROPERTY"

Beginning at a point 1,320.00 feet (80 rods) West and 1,237.50 feet (75 rods) North of the Section corner between Sections 10, 11, 14 and 15 in Township 4 South, Range 13 East of the Willamette Meridian; thence North 94.20 feet to a point; thence North 30°40'22" West 165.92 feet to a point; thence South 229.00 feet to a point; thence East 107.25 feet to the place of beginning; all in Wasco County, Oregon.

PARCEL VIII - "PECK PROPERTY"

The following described real property in Wasco County, Oregon:

The Southwest quarter of the Northeast quarter of Section 16, Township 4 South, Range 13 East of the Willamette Meridian, EXCEPT that portion lying South of the rimrock.

ALSO, the Southwest quarter of the Southwest quarter of Section 10: the Northwest quarter of the Northwest quarter of Section 15 lying North of the rimrock; the Northeast quarter of the Northeast quarter of Section 16 lying West of the rimrock, all in Township 4 South, Range 13 East of the Willamette Meridian, EXCEPTING THEREFROM that portion described in Deed, Paul Peck, et ux to Marie Peck, recorded December 1, 1969, Micro Film No. 69-2092, Wasco County, Oregon, TOGETHER WITH an easement thirty feet wide for a roadway beginning at the Southwest corner of that certain tract of land conveyed by Edwin B. Mayfield and wife to Neal W. Baker as recorded in Volume 113, Page 419, Deed Records of Wasco County, Oregon, and following the Southerly boundary line thereof to the Southeast corner thereof, and thence along the present used roadway Easterly to the County Road.

CERTIFICATES OF WATER RIGHT

TOGETHER WITH all of Grantor's right, title and interest in the following Certificates of Water Right relating to Parcels I, II, III, IV, V, VI and VIII. Grantor does not warrant the validity of these certificates of water right:

DATED	RECORDED IN STATE RECORD OF WATER RIGHT CERTIFICATES	
	VOLUME	PAGE
1. April 30, 1979 Appurtenant to Parcel I	41	47965
2. April 30, 1979 Appurtenant to Parcel I	41	47968
3. November 14, 1958 Appurtenant to Parcels II, III, IV & V	17	24462
4. January 9, 1926 Appurtenant to Parcel VI	6	5768
5. January 6, 1960 Appurtenant to Parcel VIII	18	26405
6. October 17, 1960 Appurtenant to Parcels II, III, IV, V, VII and other property	20	27866

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EXHIBIT A



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER For Service Call: Gales Creek Insurance Services a division of JD Fulwiler 5727 SW Macadam Ave Portland, OR , 97239		CONTACT NAME: Brigitt Whitescarver PHONE (A/C, No, Ext): 503-977-5648 FAX (A/C, No): 503-977-5848 E-MAIL ADDRESS: events@galescreek.com	
INSURED SOAK, LLC 554 SE 99th Avenue Portland, OR 97216		INSURER(S) AFFORDING COVERAGE INSURER A : Starr Indemnity & Liability Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		1000106804	05/20/2015	05/27/2015	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC						
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED DURING THE POLICY PERIOD REQUIRED BY A WRITTEN CONTRACT.

CERTIFICATE HOLDER WASCO County Commissioners, members officers, agents & employees 511 Washington Street, Room 201 The Dalles, OR 97058	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Brigitt Whitescarver <i>Brigitt Whitescarver</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER For Service Call: Gales Creek Insurance Services a division of JD Fultwiler 5727 SW Macadam Ave Portland, OR , 97239	CONTACT NAME: Brigitt Whitescarver
	PHONE (A/C, No, Ext): 503-977-5648 FAX (A/C, No): 503-977-5848 E-MAIL ADDRESS: events@galescreek.com
INSURED SOAK, LLC 554 SE 99th Avenue Portland, OR 97216	INSURER(S) AFFORDING COVERAGE
	INSURER A: Starr Indemnity & Liability Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			1000106804	05/20/2015	05/27/2015	EACH OCCURRENCE \$ 1,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000.00
	AUTOMOBILE LIABILITY						PRODUCTS - COM/POP AGG \$ 2,000,000.00
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED DURING THE POLICY PERIOD REQUIRED BY A WRITTEN CONTRACT.

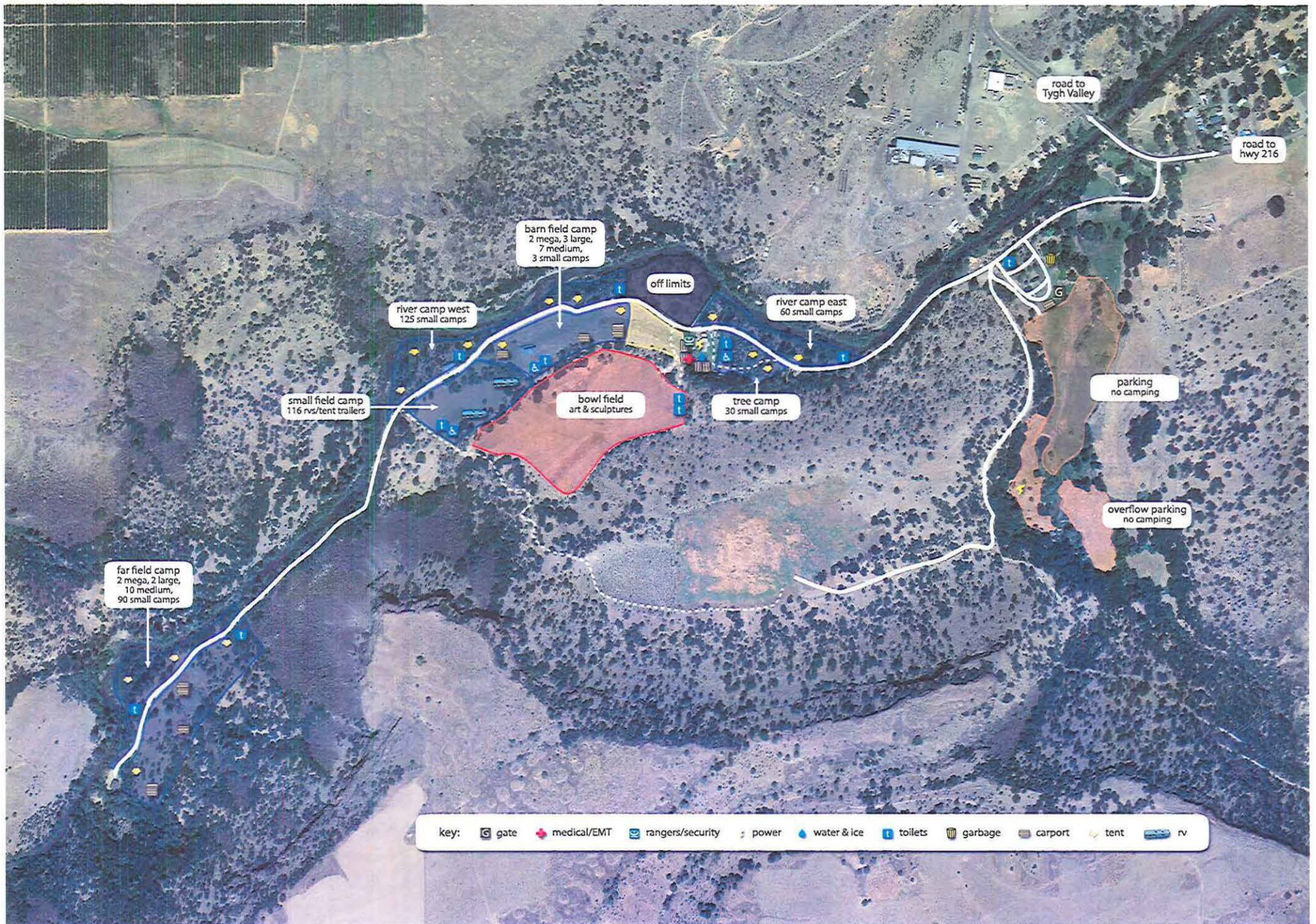
CERTIFICATE HOLDER Justesen Ranch Recreation 82790 Davidson Road High Valley, OR 97063	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Brigitt Whitescarver <i>Brigitt Whitescarver</i>
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SOAK 2015 – OMG

Site Plan

Revised 3-18-2015



SOAK 2015 – OMG

Schedule of Events

OPERATIONS EVENT SCHEDULE

Attachment to: Operations & Special Event Application

SOAK 2015
 Burning Man Portland

Date	Estimated Net +/- Vehicles	Estimated Vehicles on Site (at most)	Notes
May 19 th	+20	20	Late night early arrival for core staff
May 20 th	+200	220	Main bulk of staff, some early arrival theme camps
May 21 st EVENT BEGINS 12:00 pm	+600	820	Event opens, most participants arrive
May 22 nd	+380	1200	Most of remainder arrive
May 23 rd	+25	1225	Arrivals decrease
May 24 th	-550	675	Main exodus begins
May 25 th EVENT ENDS 3:00 pm	-645	30	Bulk of exodus
May 26 th	-30	0	Final clean up crew and vendor vehicles depart

SOAK 2015 – OMG

Environmental Health & Safety Plan

- **Water Supply**
- **Drainage**
- **Sewerage Facilities**
- **Refuse Storage & Disposal**
- **Food & Sanitary Food Service**
- **Emergency Medical Facilities**
- **Fire Protection & Prevention**
- **Security Personnel**
- **OLCC Permit – Alcohol Plan**
- **Traffic Control Plan**

Wasco County, OR Outdoor Mass Gathering Plan Narrative

SOAK 2015

Burning Man Portland and SOAK, LLC

Definitions:

Organization: Burning Man Portland and SOAK, LLC

AHJ: Authority having jurisdiction

NCPHD: North Central Public Health District (AHJ)

NSF: National Sanitation Foundation

Physical location of the event:

Justesen Ranch, 82790 Davidson Grade Rd

Tygh Valley, OR 97063

Event: SOAK* 2015, held May 21 through May 25, 2015

SOAK* 2015 Environmental Health and Safety Plan

Water Supply (OAR 333-039-0015)

Subpart (1) Amount Obligations

(a) A minimum amount of 12 gallons per person per day shall be available for the anticipated assembly.

The expected maximum number of persons on site is 1300. To anticipate compliance, SOAK* has contracted to have the option of having up to 4,000 gallons of water delivered to the event site daily, as needed. SOAK has also requested 12 20-gallon hand washing stations to be serviced daily, and stationed at each portable toilet bank, the medical station, and the ice vending station. In addition, SOAK* requires that each participant bring enough water for the duration of the event to meet the requirements, as stated in the Burning Man 10 Principles

(http://www.burningman.com/whatisburningman/about_burningman/principles.html), and utilize available potable well water resources to meet the abovementioned requirements. The existing potable water well will be tested for Nitrates and Arsenic at an Oregon approved lab within 45 days of the event. Any additional water needed to meet the abovementioned requirements will be contracted through the City Of Tygh Valley or the City of Dufur. Arrangements will be made after the well testing results have been returned. Transportable water is to be delivered in NSF certified equipment (water truck) by Bishop Sanitation, Inc, as per the *2008 Water Hauling Guidelines*. [Attached is a letter indicating a purchase of potable water.](#)

(b) Storage facilities equal to one day's total water usage shall be provided, unless a greater or lesser amount, with a minimum of five gallons per person per day, is determined by [NCPHD] as sufficient or necessary.

As of 11/21/2014, SOAK* has contracted with Bishop Sanitation, Inc. to have at least 4000 gallons of storage capacity on site per day. In addition, SOAK has ordered 12 20-gallon hand washing stations (totaling 3.26 gallons of the 5 gallon per person per day requirement), and the existing potable water well will be tested for Nitrates and Arsenic at an Oregon approved lab within 45 days of the event. Any additional water needed to meet the abovementioned requirements will be contracted through the City of Tygh Valley or the City of Dufur. Arrangements will be made after the well testing results have been returned. All water storage containers shall be NSF certified containers, and follow the guidelines of the *2008 Water Hauling Guidelines*.

(c) A [NCPHD] approved well or water system may be used as a source of water, or in addition to [NCPHD] approved outside source.

The existing potable water well will be tested for Nitrates and Arsenic at an Oregon approved lab within 45 days of the event. If the water is deemed safe for human consumption, it will be used to supplement approved contracted water storage on site.

(d) An amount of water equal to one day's total usage requirements shall be kept in reserve at all times.

SOAK* interprets "kept in reserve at all times" to be the same as readily available. As stated above, SOAK* will have a contract for at least 4,00 gallons of potable water per day, via water truck. This water is to be considered readily available. In addition, SOAK* will have a yet to be determined amount available onsite in the aforementioned well provisions. SOAK requires that all participants enter the event with enough water to

survive the duration of the event (2 gallons per person per day). Participants are refused entry into the event if they can not demonstrate that they meet these requirements, and are turned around at the gate to purchase water and other supplies as necessary, from a nearby supplier.

Subpart (2) Bacteriological and Chemical Requirements.

As of 11/25/14, Burning Man Portland will have the on-site well tested for Nitrates and Arsenic within 45 days of the event, and follow all transport and storage regulations as outlined in the *2008 Water Hauling Guidelines*.

Subpart (3) Construction, Maintenance, and Design.

All potable water storage and distribution equipment will be NSF approved and bear the appropriate seal indicating the equipment as such. As a part of compliance, SOAK* will schedule pre-event site inspections, as needed, with NCPHD and the *2008 Water Hauling Guidelines*.

Drainage (OAR 333-039-0020)

Justesen Ranch has previously been inspected by NCPHD and deemed to have proper and adequate drainage. It has also been found that Justesen Ranch has proper and adequate erosion control on site including, but not limited to protection from automotive and pedestrian traffic. Furthermore, Justesen Ranch has and continues to implement best management practices from its Agricultural and Recreation Management Plan.

Participants will not be allowed to dump any materials including gray water, waste, or human waste onto the property surface or into White River. If participants are found violating this rule, they will be ejected from the event. Participants must remove all waste including gray water with them when they depart the event. SOAK* is a leave no trace event, embodying the "pack it in, pack it out" ethos.

(http://www.burningman.com/whatisburningman/about_burningman/principles.html#.VG-FTiPF8YE)

Sewerage Facilities (OAR 333-039-0025)

Burning Man Portland has contracted with Bishop Services Inc. to provide on site sanitary facilities. There will be no earth pit privies constructed for the event. One pre-constructed pit toilet located at 45.227260, -121.179245 is considered to be off limits for the duration of the event, and will be barricaded off.

41 or more portable toilets with hand sanitizer in each unit and at least 1 portable 20-gallon hand washing station will be provided per portable toilet bank. This exceeds the 7 toilets per 800 attendants required by code Subpart B, Section (a). An appropriate amount (3 of 41) will be ADA compliant facilities. Portable toilets will be clustered in a fashion to make them readily available to all participants. There is a lot of overlap in activity and camping areas for the event. In addition, many participants (up to an estimated 200 vehicles per 1300 participants) are equipped with and elect to bring their own toilet facilities housed within their Recreational Vehicle. SOAK* does not provide "pumping service" to these Recreational Vehicles. Included in event educational materials each participant receives prior to the event, (Survival Guide, Directions, website postings), RV Vehicles will be notified of nearby fee-based dump stations they may utilize upon Exodus from the event. Namely:

- Dufur RV Park
10 Aikin St.
Dufur, OR 97021
- Pine Hollow Lakeside Resort

- 34 N Mariposa Dr.
Tygh Valley, OR 97063
- Columbia Hills RV Village
111 US 197
Dallesport, WA 98617

As such, a disbursement plan developed in conjunction with the NCPHD will be used to determine the location of toilet banks (clusters). (See site plan for tentative portable toilet banks). All toilets will be serviced (pumped) at peak population times, while the event is open to the public. The service schedule is as follows:

- Friday May 22, morning hours
- Saturday May 23, morning hours
- Sunday May 24, morning hours
- Monday May 25, morning hours

[Attached is a letter of intent with Bishop Sanitation, Inc. for the abovementioned services.](#)

(4) Liquid Wastes not Containing Human Excreta:

Food and liquor vendors are not allowed at the event, nor will SOAK* be providing shower facilities. Participants must remove all waste including gray water with them when they depart the event. SOAK* is a leave no trace event, embodying the "pack it in, pack it out" ethos.

http://www.burningman.com/whatisburningman/about_burningman/principles.html#VG-FTiPF8YE

Refuse Storage & Disposal (OAR 333-039-0030)

Included in event educational materials each participant receives prior to the event, (Survival Guide, Directions, website postings), each participant will be required to collect all refuse in a fly-tight container and made of impervious materials. SOAK* will have one 30-yard dumpster, to be delivered Wednesday, May 20, 2015, on site for refuse disposal during all event hours (see site plan) as provided by Mel's Sanitary Service (57590 Yew Dr. Tygh Valley, OR). This exceeds the one cubic yard per 125 attendees (or at least 10.4 yards of collection) required by Section (2). There are no recycling services available in Tygh Valley. Burning Man Portland will transport sorted recycling back to Portland for disposal.

[Attached is a letter of intent with Mel's Sanitary Service for the abovementioned services.](#)

The service schedule for the 30-yard dumpster is as follows:

- May 21, 2015
- May 22, 2015
- May 23, 2015
- May 24, 2015
- May 25, 2015

In our 10-year event history, SOAK* has never before offered refuse collection services due to the constrictions of our 10 principles. SOAK* is a leave no trace event, embodying the "pack it in, pack it out" ethos. All participants are required to perform a detailed search of their area for debris, named "Matter Out of Place" or "MOOP" at our events. In addition, SOAK* employs an all-volunteer "Leave No Trace" team of approximately 30 adults that performs a line sweep of every accessible area of the event space, and collects all debris left behind by participants, including glitter, sequins, gum, food, ash, and cigarette butts.

http://www.burningman.com/whatisburningman/about_burningman/principles.html#VG-FTiPF8YE

(3) All refuse and solid waste shall be removed from storage containers at least once every 24 hours and transported and disposed of in a manner which is authorized and complies with state and local laws, ordinances and regulations.

As of 11/25/2014, Burning Man Portland has requested waste removal services every 24 hours of the event between Thursday May 21, 2015 and Tuesday May 26, 2015, for the on-site 30-yard dumpster from Mel's Sanitary Service. The dumpster will be collected by the vendor on Tuesday May 26, 2015.

Food & Sanitary Food Service (OAR 333-039-0035)

Food vendors, liquor sales, and vendors of any sort are not permitted at the event. SOAK* will be reselling prepackaged ice for food and medical safety purposes at this event. All resold ice will be prepackaged and delivered to the site by a certified vendor, and stored in a refrigerated trailer provided by Gem Ice of The Dalles, OR. [Attached is a letter of intent for the abovementioned services.](#)

Emergency Medical Facilities (OAR 333-039-0040)

(1) There shall be present at the outdoor mass gathering site for emergency medical services, physicians and nurses in the following ratios:

Due to the attendance of SOAK*, Burning Man Portland is exempt from Section (1), Subparts (a) and (b). Crackerjack First Response Specialists operates under the direction of an Oregon Physician.

Sections (2), (3), and (4).

SOAK* is exempt from Sections **(2), (3), and (4)**.

Section (5).

Burning Man Portland has contracted with Crackerjack First Response Specialists to provide 24-hour coverage with 6 EMS staff, with minimum of 2 ALS providers included in the mixture of 6 professionals, ranging in certification from RN, Paramedic, and EMT-BLS/EMT-ALS.

Crackerjack has outlined services to include the following to meet the requirements of Sections (5), and (6).

- 3 Staff arrive Wednesday 5/20/2015 to set up and check in and look around (1 ALS)
- 6 Staff are on site Thursday 5/21/2015 2:00 pm to Monday 5/25/2015 10:00 am
- 3 Staff Monday 10:00 am (1 ALS) to release throughout day as determined by Burning Man Portland
- Total hours of contract: Approximately 115 hours
- 4 treatment beds with privacy screening
- 3 AED
- Full medical station BLS and ALS supplies including oxygen, narcotics, IV fluids, respiratory therapy, and Narcan(Naloxone)
- Enhanced basic first aid and trauma supplies to be shared with supplemental volunteer staff
- Representation at daily staffing briefs during the event
- Handling and disposal of all medical waste materials
- Medical tent(s) 1(12x18) or 2(12x14). These are rugged full-walled tents with lighting, vents, and floors if needed.
- 1 4WD Medical UTV - would like to have a second provided by LLC at especially at night.

- Meals for medical staff
- 3 UHF F80 radios - to be programmed by SOAK* Staff
- Coordination with local EMS and contracted Air Medical resource

In addition, Burning Man Portland will provide the following resources during set up, event hours, and clean up efforts:

- Power
- Mini fridge (for ice and medical supply storage)
- Hand Washing station (non potable water)
- Porto Potty at medical station
- Potable water jug
- Prepackaged Ice
- Housing for Medical personnel and LifeLink pilots
- Snacks and drinks for Medical Personnel and LifeLink pilots
- Our first aid supplies, AED machine, and O2 tank
- Support assistance from Volunteer Medical Team (internal to Burning Man Portland)
- On-site resources provided by the Dance Safe Organization: (<http://www.dancesafe.org/>)

Section (6) Communication, either telephone or radio-telephone, shall be provided to summon aid or notify the nearest hospital, law enforcement, or fire protection agency, as required.

Event Radio Frequencies monitored and utilized for event operations and emergency communications:

- UHF Repeater Output: 451.6875Mhz Input: 456.6875Mhz 107.2hz PL Tone
- OR Amateur Radio Output (Ham Radio): frequency 147.2600, offset +0.6 MHz, tone 8, location Dufur, Tygh Ridge

Event Telephone lines utilized for event operations and emergency communications:

- (503) 476-9964 (Voicemail & TEXT to Brandon Mathis)
- (206) 424-7268 (VOIP Hard Line to Ghost & Event Site Operations)

Section (7) Ambulances shall be provided at the outdoor mass gathering for emergency

evacuation of sick and injured persons at a ratio of one ambulance for each 10,000 persons anticipated or fraction thereof.

SOAK* has contracted with two Air Transport Services for any and all Advanced Life Support transport calls. LifeFlight Network is to provide off-site standby ALS transport services from Wednesday May 20th through Monday May 25th, 2015. [Please see attached letter of intent including response times.](#)

In addition, SOAK* has contracted with AirLink to provide on-site staging services of one ALS equipped "helo" to work in conjunction with Crackerjack First Response Specialists during peak population hours of the event. Should the Sheriff's Office and Local Fire Chief deem a safe landing zone within the SOAK Event Space, we will move forward with this on-site staging plan.

Basic Life Support transport services will be provided by local Ambulance Services Providers. Crackerjack First Response Specialists have agreed to have one ALS provided ride with a responding BLS ambulance from the event site to the existing approved LZ field at the Tygh Valley School, approximately 1.5 miles from the main event space. Local 911 Emergency Responders involved in this plan include but are not limited to:

- **South Wasco County Ambulance**
- Tygh Valley Fire
- Wamic Fire

- Maupin Ambulance
- Dufur Ambulance
- Dufur Fire

Fire Protection and Prevention (333-039-0045)

(1) Each camping space shall be a minimum of 1,000 square feet or large enough to accommodate a parked camping vehicle, tent vehicle or tent, as the case may be, and to maintain at least 15 feet separation from any other camping vehicle, tent vehicle or tent, building, structure, or property line.

The AHJ is Tygh Valley VFD (North End) and Juniper Flats VFD (South End). Burning Man Portland will work in conjunctions with these districts to determine a safe roadway access and fire prevention plans, including scheduled ceremonial burns.

Burning Man Portland has calculated a total of up to **892 campsites** or camping provisions for up **2937 people** within designated camping areas outlined in the attached Site Plan. Furthermore, Burning Man Portland has calculated various camping capacities in relation to field dimensions and appropriate camp sizes that reflect the footprint of our event. (See table below). "x" denotes an area where the event will not allow camping or parking.

Furthermore, Burning Man Portland has decided to disallow any "car camping" for the duration of SOAK. "Car Camping" can be defined as anyone sleeping in a vehicle not designed for camping, and/or parking a vehicle not designed for camping with their camp set up.

Field Name:	Area (m ²)	Area (Acres)	Area (ft. ²)	40 plus people	11 - 40 people	3 to 10 people	1 small rv or 2 people
				Mega camps (60000 ft ²)	Large Camps (20,000 ft ²)	Medium (5000 ft ²)	Small (1000 ft ²)
Barn Field	19306.81 m ²	4.77	207816.80 feet ²	3.46 camps	10.39 camps	4.56 camps	207 camps
Small Field (Rvs, Tent Trailers)	10829.58 m ²	2.68	116568.61 feet ²	1.94 camps	5.83 camps	23.3 camps	116.56 camps
Bowl Field	36856.14 m ²	9.1	396716.20 feet ²	x	x	x	x
Parking and Overflow Parking (East)	50682.43 m ²	12.52	545541.09 feet ²	x	x	x	x
Parking Overflow (West)	4980.53 m ²	1.23	53609.95 feet ²	x	x	x	x
Far Camping	29413.45 m ²	7.27	316603.69 feet ²	5.27 camps	15.83 camps	63.3 camps	316.6 camps

Tree Camping (Walk in, no vehicles)	5955.09 m ²	1.47	64100.05 feet ²	x	x	x	64.1 camps
River Camping (Walk in, no vehicles)	11671.84 m ²	2.88	125634.68 feet ²	x	x	x	125.6 camps
River Camping, Gate Road (Walk in, no vehicles)	5621.50 m ²	1.39	60509.36 feet ²	x	x	x	60.5 camps
TOTALS		42.08		10.67	32.05	91.6	890

(2) The organizer shall secure a written statement from the local fire protection agency having jurisdiction that fire protection complies with state and local laws, ordinances, and regulations, and is satisfactory with respect to anticipated crowds and location of the outdoor mass gathering.

Pending the results of Mass Gathering Permit hearing and Permit approval.

The AHJ is Tygh Valley VFD (North End) and Juniper Flats VFD (South End). Burning Man Portland will work in conjunctions with these districts to determine a safe roadway access and fire prevention plans, including scheduled ceremonial burns.

In addition to the requirements outlined in Sections (1) and (2), Burning Man Portland utilizes the following tools to prevent or maintain small unplanned fire incidents, if they occur (so far no incidents in 10-year history).

- 4 canister wildland water packs - Provided by Justesen Ranch
- 350 gallon "water buffalo" on mobile trailer, hitched - Rented from vendor, Pape` Rents
- 2" pressurized fire hose - for "water buffalo" - Rented from vendor, Pape` Rents
- 75 gallon soft water tank assembled in back of UTV - Burning Man Portland
- 1" pressurized hose - for 75 gallon soft water tank - Burning Man Portland
- At least 10 pressurized Class A and B fire extinguishers - 1 kept in each staff support vehicle, and the remainder placed at each porto potty bank for use by event attendees. 1 CO2 extinguisher to remain with Event Operations in the event of a Chemical or Electrical Fire. (The Event Operations resident is certified to engineer the power grid and deploy a CO2 extinguisher).

Burning Man Portland staffs a Volunteer Fire Safety Team available for deployment during any unplanned incidents, and on-site for all scheduled burns. We also staff a "Fire Perimeter" team standing guard to develop a safety perimeter at the required distance from the scheduled ceremonial burns, and establishes a safety perimeter circumference with the Local Fire Authority before any scheduled burns are to take place. Burning Man Portland wets all fields and near by trees, greenery, and shrubbery before and during scheduled ceremonial burns.

Justesen Ranch offers three fully irrigated fields. The largest of which is where we have elected to stage our scheduled ceremonial burns. It is accessible by vehicle, just off Davidson Grade Road, including Emergency

and Fire Equipment. This field offers the furthest travel distance to any local dry wheat crop fields, and is the area with the fewest amount of trees on the property.

Security Personnel (333-039-0050)

(1) The organizer shall maintain an accurate count of persons attending the outdoor mass gathering and shall provide adequate security arrangements to limit further admissions to the outdoor mass gathering when the anticipated number of persons have been admitted.

Burning Man Portland currently has in place an internally trained peer-security resource consisting of the following:

- Peer (Internal) Event Security, "Rangers": *(35 Rangers and a 1:40 participant ratio)* Specialized internal agency trained in conflict resolution, event resource education, law enforcement interactions, and chemically or mentally altered crisis care.
- Peer (Internal) Event Security, "Perimeter": *(20 Perimeter and a 1:65 participant ratio)* Specialized internal agency trained in event property perimeter security management and trespassing escalation (to event management, DPSST Security, and Law Enforcement when needed).
- Peer (Internal) Event Security, "Gate": *(55 Gate and a 1:25 participant ratio)*: Specialized internal agency trained in event admission security, ID checking and wristband application, vehicle inspections (for contraband) and trespassing escalation (to event management, DPSST Security, and Law Enforcement when needed).
- Unarmed DPSST Security Supervisors *(4 DPSST and a 1:300 participant ratio)*: 1 "Gate" Supervisor at Box Office, 1 "Ranger" Supervisor (all areas of event site, on-comm 24 hours), and 2 floating "Perimeter" volunteer staff.

TOTAL CURRENT INTERNAL SECURITY RATIO: 1:92 on shift during event hours

In addition, Burning Man Portland will be contracting with an outside agency to provide at least 13 DPSST Security Professionals to be on shift during event hours to bring our Security:Participant ratio to 1:50, as requested by Deputy Chief Magill on 11/20/2014. Burning Man Portland additionally plans to send several Gate, Ranger, and Perimeter staff to DPSST Unarmed Security Training this spring to improve the Security:Participant ratio requirements.

As per conversation with Lane Magill on 11/24/14, Burning Man Portland will have at least one (1) DPSST Certified security "supervisory" Professional on shift at all times. Chief Deputy Magill will also require a main DPSST Professional point of contact that can be reached 24 hours per day during the entire event.

(2) The organizer shall secure a written statement from the chief law enforcement officer

of the county in which the outdoor mass gathering is to take place that arrangements for

security and the orderly flow of traffic to and from the outdoor mass gathering complies

with state and local laws, ordinances, and regulations, and is satisfactory with respect to

anticipated crowds and location of the outdoor mass gathering.

Pending the results of Mass Gathering Permit hearing and Permit approval.

OLCC Permit - Alcohol Plan

Based on a November 21, 2014 phone call with OLCC representative Marie Elaine LeClaire, Burning Man Portland and SOAK, LLC have decided to not provide any alcohol during the SOAK Event. The rule states, if alcohol is knowingly being served at an event where tickets are being sold, there must be a permit and a monitored area. Through written educational materials, Burning Man Portland will be advising all Theme Camps and participants that SOAK is to remain an alcohol-free event. SOAK defines alcohol free as not allowing the practice of vending, furnishing, or distribution of alcohol to the event participants. Open, free, or gift bars will be prohibited. Our Peer Security and external Professional DPSST Security will be enforcing this rule, and we will advise all participants before the event that they can be ejected if found distributing alcohol.

SOAK* 2015 Traffic Control Plan

Traffic (OAR 333-039-0055):

The event is located at 89720 Davidson Grade Road, Tygh Valley, OR 97063. Event traffic will be arriving primarily along OR 197 and primarily turning at the southern intersection with Tygh Valley Road (so as not to increase traffic drive through town and potential school zones). Once on Tygh Valley Road, vehicles will turn on to Davidson Grade Road and will be directed into the staging area on the event site property.

(1) The organizer shall provide easily accessible roads of all-weather construction at the outdoor mass gathering site.

(2) All roads shall be graded so as to be self-draining and shall be maintained in such condition that emergency and other required vehicles can move upon them unencumbered and can carry out their functions at all times.

(3) An ungraveled dirt road shall not be considered as being an all-weather road.

(4) No road or portion of any road constructed shall exceed a maximum grade of 12 percent.

In compliances with Section (1) through (4), Burning Man Portland has prepared a Traffic Control Plan for SOAK* 2015 demonstrating vehicle accessible roads of all-weather construction at the event site. All roads have been previously graded by the municipality of Tygh Valley, OR and Wasco County, OR. [Please review the attached Site Plan for marked vehicle accessible roads.](#)

Affected areas:

- US-197 is a State of Oregon maintained Highway.
- Tygh Valley Road is a Wasco County, OO maintained roadway.

- "Jake" Davidson Grade Road is a Tygh Valley, OR maintained roadway for .24 miles.
- "Jake" Davidson Grade Road is a private road after .24 miles maintained by Deed Holder/property owner Fred Justesen.

(5) The organizer shall acquire approval from the local agency having jurisdiction for fire safety that the minimum width of all roads complies with state and local laws, ordinances, and regulations, and is satisfactory with respect to anticipated crowds and locations of the outdoor mass gatherings.

The AHJ is Tygh Valley VFD (North End) and Juniper Flats VFD (South End). Burning Man Portland will work in conjunctions with these districts to determine a safe roadway access and fire prevention plans.

Estimated Traffic Schedule

Although the outlined parking area can support an estimated 3,500 vehicles, we expect no more than 1,200 vehicles on site at peak hours. The following is an **estimated (generous - worst case scenario)** traffic schedule, based on the number of vehicles our Gate and Parking Teams can process.

Date	Estimated Net +/- Vehicles	Estimated Vehicles on Site (at most)	Notes
May 19 th	+20	20	Late night early arrival for core staff
May 20 th	+200	220	Main bulk of staff, some early arrival theme camps
May 21 st	+600	820	Event opens, most participants arrive
May 22 nd	+380	1200	Most of remainder arrive
May 23 rd	+25	1225	Arrivals decrease
May 24 th	-550	675	Main exodus begins
May 25 th	-645	30	Bulk of exodus
May 26 th	-30	0	Final clean up crew and vendor vehicles depart

Signage

To assist arriving attendees in finding the correct location, there will be MUTCD approved signs placed in the following locations (no signs will impair the vision of drivers on the road):

- At the South and North intersections of Tygh Valley road and OR 197
- At the intersection of Davidson Grade Road and Tygh Valley Road
- Directing participants off of Davidson Grade Road into the vehicle staging area (Box Office)

Road signage will be in place from May 20th until May 25th, 2015.

In addition, written materials with directions to the event will be distributed to each ticket holder, and available on our website located at www.burningmanportland.com. We will be including driving directions from the South (Maupin), West (Wamic/Mt. Hood), and North (The Dalles).

All participants will be notified of local economy supporting services and resources including but not limited to:

Fuel:

- Richmond's Service, Maupin, OR, Hwy 197
- Walters Corner: Maupin, OR 80501 Hwy 216 (to/from Hwy 26)
- Various establishments: The Dalles, OR, I-84 and Hwy 197

Food/Water/Ice/Supplies:

- Tygh Valley General, Tygh Valley, OR, Tygh Valley Rd, Hwy 197
- Kramer's Market: Dufur, OR, Hwy 197
- Various establishments: The Dalles, OR, I-84 and Hwy 197
- Various establishments: Maupin, OR, Hwy 197

Showers/Swimming:

- Community swimming pool, Dufur, OR, Hwy 197

Hardware:

- Dufur Hardware, Dufur, OR: Hwy 197
- Maupin Hardware Service & Supply, Maupin, OR: Hwy 197

Box Office Placement

Option 1:

The box office for the event will be located within the area marked on our site plan as "Parking Field" along Davidson Grade Road from the intersection with Tygh Valley Road. This space is completely on private property and allows for all cars waiting to be processed to safely pull off the public roadway. The field is designed to allow "pull through" parking, and Burning Man Portland will be developing at least 2 staging lanes to process up to 75 vehicles per hour. (we have never actually received more than 75 vehicles in one hour). All processing will be done in the pull through staging area.

Option 2:

The box office for the event will be located .43 miles along "Jake" Davidson Grade Road from the intersection with Tygh Valley Road. This is the only place wide enough to allow 2 cars to pass each other, and house the infrastructure of a carport off the side of the road without interfering with anyone's safety. Vehicles can stage and wait along the private property stretch of Davidson Grade Road (between .24 miles and .43 miles) to be processed. There is no turn-around point along this section of road (for vehicles that are not admitted through our Gate), and so SOAK will utilize the "Apex CheckPoint" method where we route cars through the Parking Field staging area *first*, to perform all vehicle inspections, ensure each participant has a ticket and identification, and that each participant has enough supplies to survive the event. The Box office will collect tickets and assign parking passes and liability waivers.

The Gate/Box Office and staging area will be lit at night with a telescoping light tower and other festival decorations will be present to indicate its purpose. The Box Office will be constructed of one temporary Carport 10 feet x 20 feet in dimension, and staff members the following teams:

- *Gate* (4 staff, 1 manager) - performs vehicle inspections for contraband, administers approved wristbands, assists participants with signature on a liability waiver - 1 per individual, assigns parking pass to each vehicle, administers approved "dog" tag to participants with registered k9s and approved ADA assistive animals.
- *Unarmed DPSST Security Supervisor* (1 staff) - performs identification checks of each participant, notifies Gate staff of which wristband to apply. If necessary, bars participants from entry or performs physical removal/ejection from event property.
- *Perimeter* (1 - 2 staff) - performs 24 hour security pass of entire event site. Staff is on event radio at all times, and can radio for assistance from additional Unarmed DPSST Security, Event Management/Board Members, and Peer (Internal Security force Rangers) at any time, should trespass, traffic management, or eviction need arise.

Staff, emergency, vendor service, or any other vehicles needing immediate access will be granted direct access via Davidson Grade Road, ahead of vehicles waiting to be processed and enter the event.

Box Office Process

Processing consists of collecting tickets, distributing wrist bands, and searching vehicles for contraband. At full staffing the box office can handle 75 vehicles per hour. Once processed, participants will enter the event site placement staff will assist in getting them to where they need to unload equipment. If the participant is not camping with their vehicle, they will then return to the box office and be directed by event staff to the parking field where they will leave their vehicle for the balance of the event.

Gate/Box Office Staging

The staging area is a rhomboid shape (green lines, above) (black lines, below) with sides of length 305 ft x 340 ft x 223 ft x 214 ft. This can be modified to allow for more staging lanes if necessary. Each staging lane is at least 10 ft wide. Taking trees and other physical obstacles into account, will give us a length of approximately 870 ft of staging lanes, which allows us to stage up to 35 vehicles at a time (assuming average 'vehicle length' including space between vehicles will be at least 25 ft).

At full staffing, the box office can process up to 75 vehicles per hour. This should prevent any traffic backup on both Tygh Valley Road and Davidson Grade Road.

The Gate/Box Office performs the following duties:

- "Apex" position stands within private property to route vehicles through the Parking Field staging area to perform all vehicle inspections, ensure each participant has a ticket and identification, and that each participant has enough supplies to survive the event.
- The Box Office position will collect tickets and assign parking passes and liability waivers.

If traffic arrives in greater concentration than expected the staging area will expand further into the parking area until the additional vehicle concentration subsides.

Parking anywhere along US-197, Tygh Valley Road, or Davidson Grade Road is strictly prohibited from 5/20 through 5/25 and will be strictly enforced by Event Security including but not limited to the following:

- Unarmed DPSST Security personnel
- Peer (Internal) Event Security, "Rangers"
- Peer (Internal) Staff, "Parking"
- Event Management/Board Members
- Local Law Enforcement - (trespass onto other property, vehicle parked outside of event private property)

Departure

"Exodus"

Participants are anticipated to begin leaving the site on May 24th. The bulk of vehicles will be departing on May 25th. All participants with the exception of the "Leave No Trace" clean-up crew must be off-site by May 25th at 3pm.

(6) The organizer shall provide and designate a suitable area at the outdoor mass gathering for parking of motor vehicles:

(a) The total area provided for motor vehicle parking shall be based on the following ratio: 300 square feet for every four persons anticipated;

(b) Each motor vehicle parking space shall have a minimum width of ten feet and

a

minimum length of twenty feet and shall be clearly marked with lime;

(c) The motor vehicle parking spaces shall be arranged to eliminate blockage of parked vehicles and allow vehicles free access to exits at all times.

Any vehicles and camping trailers not parked with an approved and pre-arranged "Theme Camp" within the main event space will be parked in the field directly south of the box office area, which has been calculated to handle up to an estimated 3,500 vehicles of various size.

The Parking Field is approximately 545,541.09 feet² or 12.52 acres in size.

Parking will be managed by the event volunteer staff team, "Parking", to maintain an orderly and passable layout including emergency vehicle accessible exit lanes and vehicle turn-around areas.

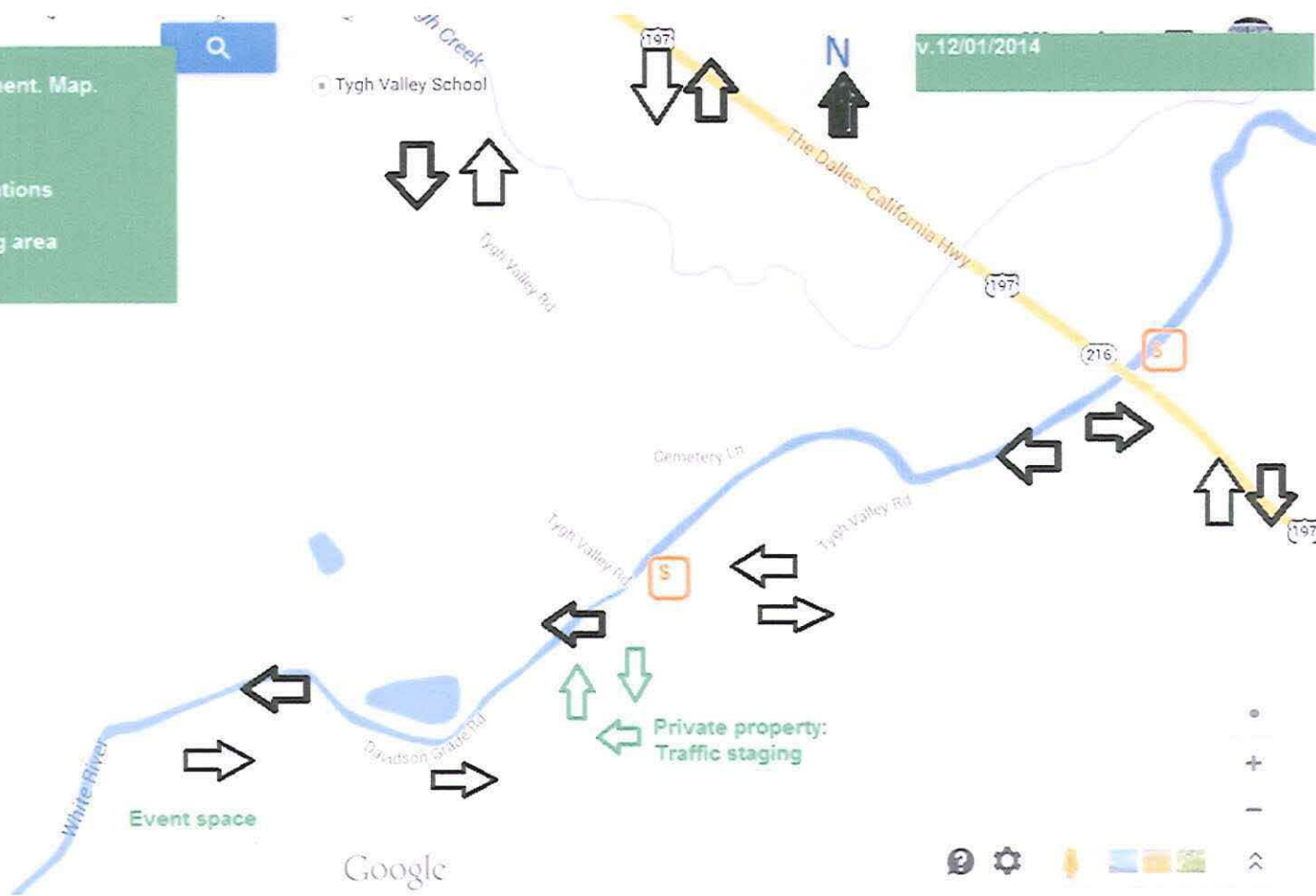
SOAK™ 2015
Operations and Special Event Permit - Attachment. Map.

Directional arrows = traffic flow

Orange boxes = approved sign placement locations

Green arrows = Private field box office staging area

v.12/01/2014



SOAK 2015 SAFETY PLAN & PROTOCOLS

Justesen Ranch at White River Canyon

89720 Jake Davidson Road, Tygh Valley, OR 97063

Purpose:

This document covers plans and procedures to deal with emergencies or hazards at or relating to SOAK, the Portland Regional Burn.

For the purposes of this document, the term "SOAK, LLC or "Burning Man Portland" is inclusive of the Board and the Regional Contacts.

Source: FEMA IS.15b

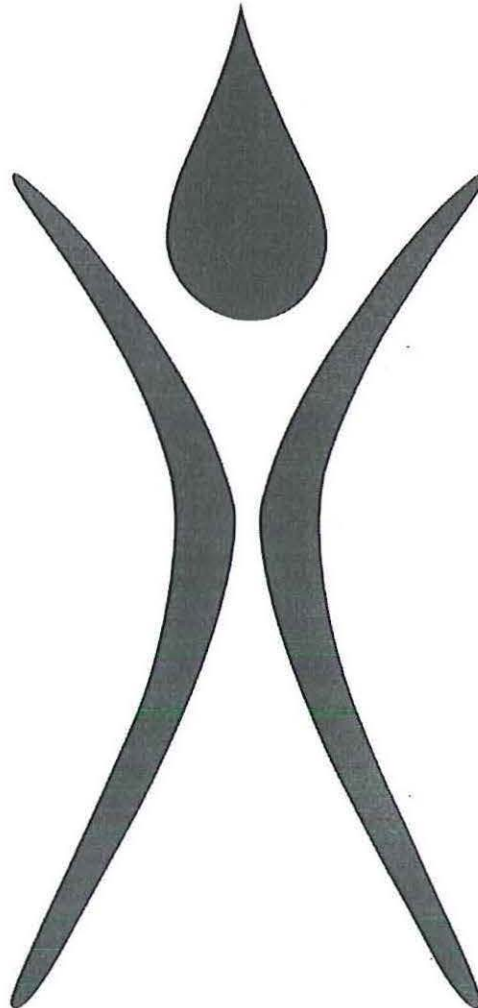


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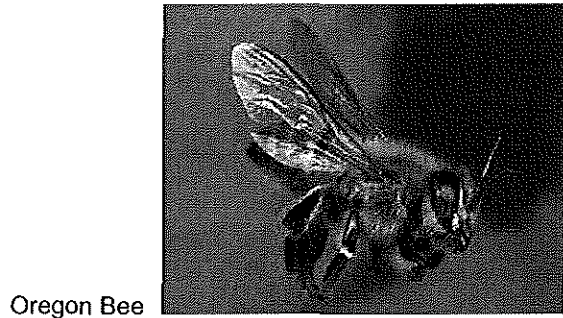
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A) EVENT ASSESSMENT

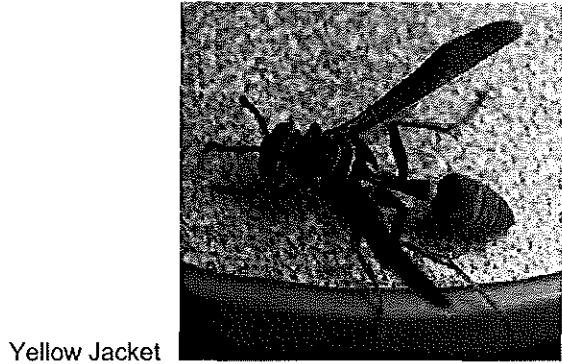
1. Hazards Assessment

Toxic Flora: None

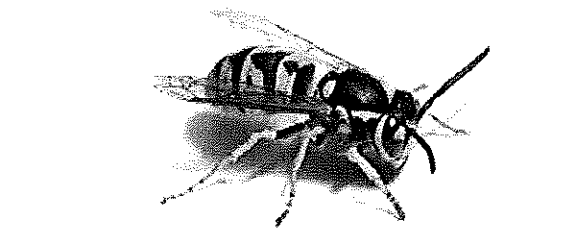
Toxic Fauna:



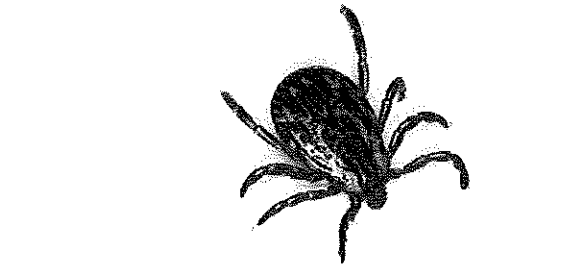
Oregon Bee



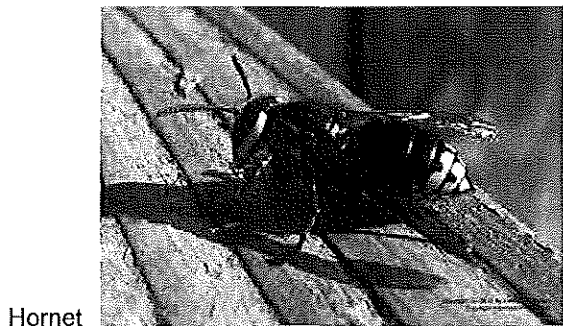
Yellow Jacket



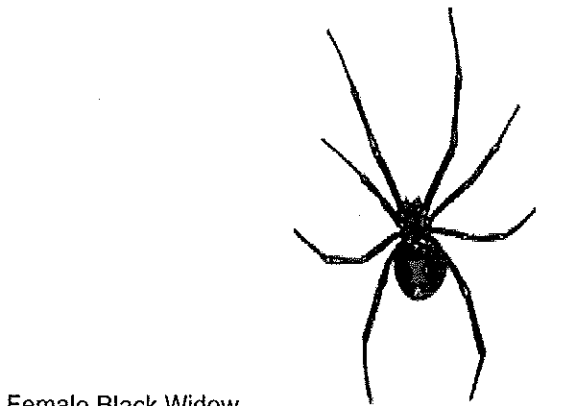
Wasp



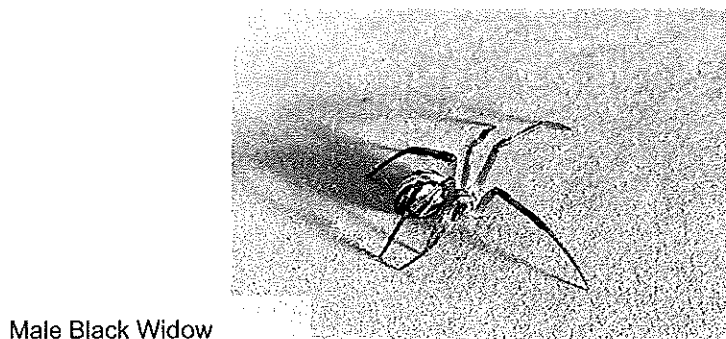
Dog Tick



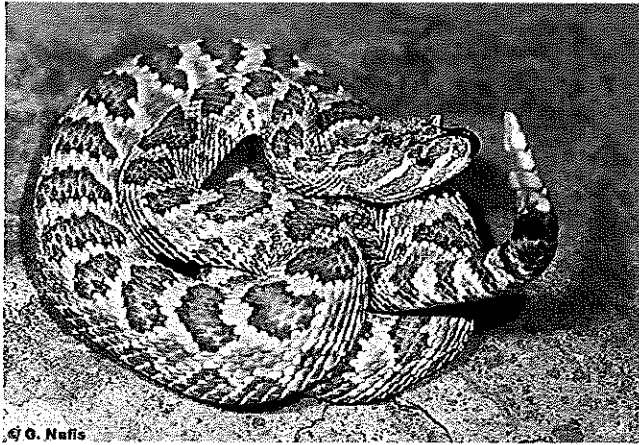
Hornet



Female Black Widow



Male Black Widow



Western Rattlesnake © G. Harris

Special note about Western Rattlesnakes: Although they occur in a wide variety of habitat types, from deserts and chaparral to open forests, Western Rattlesnakes usually occur near rocks, cliffs, or downed logs. They overwinter in dens, which are usually located on south-facing rocky hillsides exposed to sunshine.

If you approach a Rattlesnake freeze, watch, and then back away slowly. If you are bitten please move and stay as calm as possible to avoid spreading the venom through your bloodstream. Seek medical attention immediately from the SOAK Medical Team. Do not attempt to suck out the venom or consume caffeine or alcohol.

Terrain & Site:

- a) Steep/sloped terrain on 40% of property - slip/trip/fall risk - approximately 2% grade to 12% grade.
- b) Grassy knolls and fields - may become slippery when wet or when very dry
- c) Sun exposure - limited shade to 65% of property
- d) Downed trees and branches - falling branches, tripping hazard 10% of property
- e) River - water temperature a consideration, water depth a consideration in certain areas, rocky bottom a snag or slip or tripping hazard, drowning risk, swifter current in spring months, slower current in summer months
- f) Natural spring ponds - may be stagnant depending on weather conditions, anticipate "no swimming advisory" or "algae/bacterial warning"
- g) Elevated power lines - along road leading up to property - electric shock warning if tampered with
- h) Rocky steep terrain surrounding main event site
- i) Wind risk - can delay or affect ceremonial burns
- j) Deck and Ramp - cabin at end of event road - has railing - fall risk
- k) Cable suspension bridge - located at end of event road - breakage and fall risk - recommend closing/barricading during event
- l) Jake Davidson Road - main access to event site - vehicle collision, pedestrian collision risk
- m) Main Gate checkpoint - collision & pedestrian collision hazard - traffic notified to stop 200 feet ahead - Gate staff well lit (private road) - 5 MPH speed limit posted
- n) Main Gate checkpoint - Collision & Pedestrian crash hazard - traffic notified to stop 100 feet ahead - Gate, Ambassadors and Parking staff well lit, safety vests for those on road (required)
- o) Field irrigation pipeline - climbing risk and fall risk (pipe diameter roughly 8"), feeds to several irrigation hoses throughout property
- p) Wander/lost participant risk - surrounding land, canyons, hills, roads, trails. Recommend "trash fencing"/barricade off private roads not needed for event access
- q) Two resident dogs on site - well mannered however participant/guest dogs pose an unknown scenario risk

Weather: 97063

<http://www.weather.gov/>

SOAK, LLC and Burning Man Portland will take precautions to alert all participations regarding severe weather conditions such as online announcements, email list announcement, and postings at the gate.

Wildfire Risk:

Moderate to severe - dry grassland and forested canyon area. Potential wind. Neighboring properties at risk if fire/embers spread.

Find current Fire Restrictions here:

<http://www.oregon.gov/odf/pages/fire/precautionlevel.aspx>

2. Emergency Traffic Access:

Law Enforcement:

Wasco County Sheriff - The Dalles

Access via Jake Davidson Road (event access)

(541) 506-2580

Fire Service:

Tygh Valley Volunteer Fire Department

57723 Tygh Valley Road

Tygh Valey, OR 97063

(541) 483-2333

EMS:

911

Basic Life Support Calls:

South Wasco County Ambulance: **Response time - 15 to 25 minutes**

408 Deschutes Ave

Maupin, OR

541-395-2598

**A Crackerjack ASL Provider must ride with SWCA Ambulance to provide ASL transport service to a hospital or to the LZ/Air Provider.*

911

Advanced Life Support/Critical Calls

Life Flight Network: **Response time - 25 minutes**

(Instead of 911) 1-800-232-0911

Air Link: *On-ground staged support or Response Time - 25 to 35 minutes*

541-706-6305

3. Landing Zone Address and Coordinates:

Tygh Valley School

57594 Tygh Valley Rd.

Tygh Valley, OR 97063

45.243841, -121.168833

Ground Transport Travel Time: 5 minutes, 1.5 miles

4. Area Hospitals:

Mid-Columbia Medical Center
1700 E 19th St
The Dalles, OR 97058
(541) 296-1111

5. Population:

Number of expected attendees: 1300

Age range of expected attendees and percentages:

- 0 - 11: 10%
- 12-17: 5%
- 18-20: 5%
- 21 - 60: 65%
- 60+: 15%

Handicap/mobility restricted expected: 5%

Language Barrier expected:

- Non English Speaking: 1%
- English as Second Language: 3%
- Deaf/Mute: 1.5%
- Non-verbal (or Infant): 3%

6. Default World Factors:

Neighbors

- Sound - Noise from the event and highway traffic can carry onto neighboring properties. Sound is required to be lowered at midnight.
- Traffic - Event Traffic on is expected to increase on Tygh Valley Road and Davidson Grade Road (Private) between May 28 and June 1, 2015. Traffic patterns are not expected to be effected on OR-197/216.
- Trespassing - Trespassing onto neighbor property may occur between May 28 and June 1, 2015. Measures are in place to prevent this occurrence.

82771 Davidson Grade Rd
Tygh Valley, OR 97063

57201-57289 Tygh Valley Rd
Tygh Valley, OR 97063

83000-83036 Old US Highway 197, Tygh Valley, OR 97063
(Tenants of Fred Justesen)

83157 Tygh Valley Rd
Tygh Valley, OR 97063

Land Owner

Fred Justesen
89720 Davidson Road, Tygh Valley, OR 97063

Caretaker

Roy Justesen

89720 Davidson Road, Tygh Valley, OR 97063

541-980-2183

Emergency Services

Expect 15 minute to 1 hour response time.

Permits

Wasco County Planning and Development Commission:

- Mass Gathering Permit

Wasco County Public Works:

- Operations and Special Event Permit

B) SAFETY VOLUNTEER RESOURCES

1. People:

Safety Departments:

- Fire Safety Team: 20-25 volunteers; Lead Callsign: *Dapper*
- Medical Response Team: 6 staff, 20 volunteers; Callsign: *Medical*
- Rangers (Security, crowd control, mediation, eviction, strange occurrence): 30 volunteers, Call Sign: *Khaki, Rangers*
- Gate ((Security, eviction, access control): 50 volunteers; Lead Call Signs: *Noize, WeeHeavy*. Team Callsign: *Gate*
- Communications, 1 staff; Lead Call Sign: *Brandon*
- Event Management: Call Sign: *LLC*

Contracted Professional Safety:

- CrackerJack Medical Response: 6 certified (Paramedic, RN) staff - Callsign: *Medical*

2. Tools:

- Tower lighting
- Road Flares
- Flagging Tape
- "Trash Fence"
- Traffic Cones
- Medical Record/Action Reporting Forms
- Incident Report
- Incident Action Plan
- Event Map
- 4 canister wildland water packs
- 450 gallon "water buffalo" on mobile trailer, hitched
- 2" pressurized fire hose - for "water buffalo"
- 75 gallon soft water tank assembled in back of UTV
- 1" pressurized hose - for 75 gallon soft water tank

3. Radio:

- OR Amateur Radio Output (Ham Radio): frequency 147.2600, offset +0.6 MHz, tone 8, location Dufur, Tygh Ridge
- UHF repeater Output: 451.6875Mhz Input: 456.6875Mhz 118.2hz PL Tone
- Please see document "RADIO PROTOCOL v6.15"
- 1) SITE OPERATIONS - Main Channel to be used at all times unless otherwise advised - RANGERS are here
- 2) SITE OPERATIONS DIRECT - Backup Channel to be used when advised
- 3) MEDICAL - Medical monitors only this channel - MEDICAL is here
- 4) PARKING - Parking will be using this as their tactical channel
- 5) PLACEMENT - Placement will be using this as their tactical channel (as needed)
- 6) PAGING - DO NOT USE - For pager radios only.
- 7) TALK - General Talk channel. Available for anyone to use
- 8) TAC 8 - Tactical Channel 8
- 9) TAC 9 - Tactical Channel 9
- 10) TAC 10 - Tactical Channel 10
- 11) TAC 11 - Tactical Channel 11
- 12) TAC 12 - Tactical Channel 12
- 13) GATE - Gate will be using this as their tactical channel
- 14) TAC 14 - Tactical Channel 14
- 15) TAC 15 - Tactical Channel 15
- 16) SLEEP - For on-call sleeping leads. Only talk on this channel if needed.

4. Phone:

- Landline in house, calling card style operation. Good for 911 calls (has location associated information)
- (503)476-9964 (Voicemail & TEXT to Brandon Mathis) regularly checked on-site
- (206)424-7268 (VOIP Line to Ghost & Site Operations) - Outgoing Pay per Minute/Inbound Free

5. Public Address System:

1. Camp Stages, lower and upper fields

6. Vehicles: 6 staff support vehicles: 4 BobCat UTV (4wd), 1 Electric Golf Cart, 1 Haflinger

- Each vehicle must be returned fueled if below ½ tank.
- Each vehicle must contain at least 1 charged fire extinguisher.
- Do not check out the medical/fire vehicle unless permission is granted by the Fire & Medical team(s).
- The Golf Cart must be fully charged each night after the last Gate Shift is complete.

7. Internet:

- Site provided DSL in Main House, hardwired to a high power access point for lower-site wide coverage. Security and keys managed by Brandon Mathis - The Ghost Bus - Central Services Camp near house.
- No advertized internet for participants.

C) CHAIN OF COMMAND (Span of Control)

Safety/Operations Team: *Melissa Casburn, Event Producer; SOAK, LLC*

- Gate
- Rangers
- Medical
- Fire Safety
- Communications/Power
- Parking
- LLC/Legal - point of contact
- Venue Owner - point of contact
- Insurance Policy

Infrastructure Team: *Christopher Schneider, Asc. Event Producer; SOAK, LLC*

- VC/Hospitality
- D'Corps
- DPW
- Ambassadors
- Placement
- Stage/Events
- Transportation/Motor Pool
- LNT
- DMV

Administrative Team: Regional Contact Team: *Tzara Vlerck, Alexandra Green, Emily Steadman*

- Map
- Civic Projects
- Financial
- Graphic Arts/Branding
- Website/Public Relations

D) ACTION PLAN & PROTOCOLS

1. Abandoned Vehicle/Abandoned Camp

Team Responding: Parking

Escalate to Rangers.

Escalate to Producers.

- a) Parking Team notifies Rangers with Plate Numbers and Physical Description of vehicle/camp..
- b) Parking Team notifies Gate with Plate Numbers and Physical Description.
- c) Parking Team seeks known camp members/neighbors for information (names, description) of owners of vehicle.
- d) If owner is not located, Parking Team uses PA system to make announcement to community.
- e) Parking Team puts 2-hour written notice of Tow/Landfill company (with Tow company phone number) included in message.
- f) Parking Team calls Tow/Landfill company for action/pick up. SOAK, LLC assumes responsibility for expense until owners of vehicle are located. Please radio for SOAK, LLC.
- g) Parking Team provides invoice to RCs or SOAK, LLC until owners of vehicle are located. RCs invoice vehicle owners for the expense.

2. Assault

Team Responding: Rangers, Escalate to Producers and SOAK, LLC.

Escalate to Wasco County Sheriff, Medical team.

- a) Rangers and Medical to assess situation immediately.
- b) Rangers designate safe space immediately.
- c) Rangers separate victim from assailant. Rangers escort each party safely apart, stay with each party, in the very least in pairs (2 rangers per party).
- d) Rangers and Medical escort victim to safe space.
- e) Rangers gather information and radio for SOAK, LLC and RCs.
- f) SOAK, LLC intervention begins and permission is requested from victim to phone the police.
- g) Action plan to evacuate victim and assailant from Event developed and documented. (See Incident Report)
- h) Assailant is escorted off venue premises (to HWY 34) by Rangers, ride/cab/other called if needed.
- i) Victim is offered option to stay or leave. Transportation is arranged (victim preference) by LLC and RCs.
- j) Incident Report Filed - copy to be retained by LLC at Central Services (The Ghost). Law Enforcement may request copy of completed incident report.

Radio Call safeword: (Can of) Pepper

3. Bomb Threat

Team Responding: Rangers (crowd control) , Medical (physical triage), Communications.

Escalate to SOAK, LLC.

Immediate Escalation to Wasco County Sheriff. **911**.









Please see IS-15 Bomb Threat Checklist and IS-15 Bomb Threat Standoff chart.

Radio Call: Bomb Threat

Explosives are defined as materials that are capable of violent decomposition. This decomposition often takes the form of extremely rapid oxidation (burning). Explosions are the result of a sudden and violent release of gas during the decomposition of explosive substances. High temperature, strong shock, and a loud noise follow this release. Explosives are classified according to the speed of their decomposition.



BOMB THREAT STAND-OFF CHART

Threat Description Improvised Explosive Device (IED)	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
 Pipe Bomb	5 LBS	70 FT	1200 FT
 Suicide Bomber	20 LBS	110 FT	1700 FT
 Briefcase/Suitcase	50 LBS	150 FT	1850 FT
 Car	500 LBS	320 FT	1500 FT
 SUV/Van	1,000 LBS	400 FT	2400 FT
 Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
 Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
 Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.
2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.
3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.

Explosive Capacity is based on maximum volume or weight of explosives (TNT equivalent) that could reasonably fit or be hidden in a suitcase or vehicle.

Lethal Airblast Range is the minimum distance personnel in the open are expected to survive blast effects. This minimum range is based on anticipation of avoiding severe lung damage or fatal impact injury from body translation.

Mandatory Evacuation Distance is the range within which all buildings must be evacuated. From this range outward to the Desired Evacuation Distance, personnel may remain inside buildings but away from windows and exterior walls. Evacuated personnel must move to the Desired Evacuation Distance.

4. Cancellation of Event

Team Responding: Gate (road barrier), Parking (barricade private roads) DPW, (remove signs, post cancellation notices), Rangers (crowd control), Escalate to SOAK, LLC.
Producers post electronic notices/Press release.
Radio Call: *Event Cancellation*

5. Civil Disturbance/Demonstration

Team Responding: Rangers (crowd control), Medical (physical triage), Escalate to SOAK, LLC.
Escalate to Wasco County Sheriff.
Radio Call: *Disturbance*

6. Crowd Control

Team Responding: Rangers (crowd control), Medical (physical triage), All-com serves as back up crowd control at direction of Rangers.
Escalate to Producers, SOAK, LLC.
Radio Call: *Crowd disturbance*

7. Environmental Hazards

See section A. 1. for Event Assessment of Environmental Hazards.

8. Evacuation of Area

Team Responding: Rangers (announcement, assistance with evac and sweep of event grounds for participants), Gate (assistance with Gate road turn around and evac), Fire Safety (assistance with evac and sweep of event grounds for participants).

Escalate to Producers, SOAK, LLC.

Escalate to 911.

Producers post electronic notices/Press release after evacuation is complete.

Radio Call: Evacuation

Evacuation personnel will be posted at each evacuation command post to direct traffic and answer questions. Each command post will be equipped with a radio and a copy of the evacuation map. Evacuation personnel will report directly to the Fire Safety lead on a designated radio channel - 1, Site Ops. The Fire Safety lead will be posted at the event HQ (Central Services) and will report directly to the RCs.

In the event of an emergency that requires evacuation, gate staff will coordinate with fire safety and rangers to safely assist participants leaving the event. Gate road will be closed to oncoming traffic and outgoing traffic will take priority over other vehicular traffic. Gate staff working at Apex will direct vehicles to turn around and leave the event site in order to ease strain on road space while participants leave the event.

Starting at the farthest point from Gate, rangers will sweep the event grounds behind the last remaining participant from each area. As the rangers pass the evacuation command posts, those posts will be abandoned. Once the rangers have reached Gate, the last remaining staff will abandon the event HQ and complete the event evacuation.

9. Fire

Team Responding: Fire Safety "Theater" Team

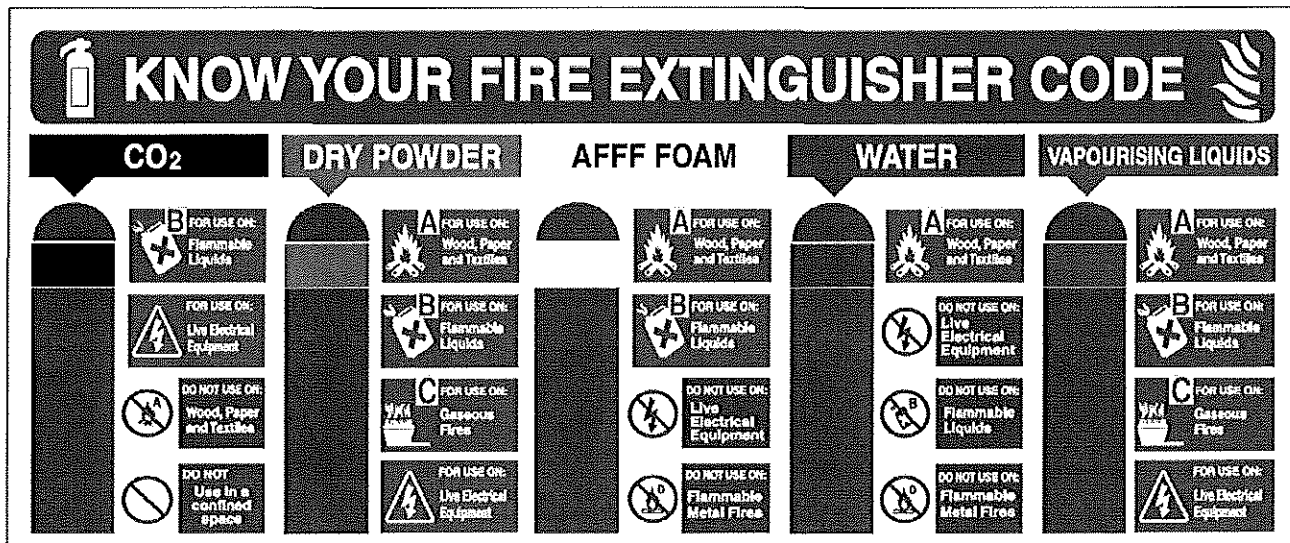
Escalate to Producers, SOAK, LLC

Escalate to 911

Pre-event, Fire Safety Team will place one charged dry chemical fire extinguisher in each staff support vehicle (UTV) and at each major porta potty bank. Pre-event, the Fire Safety Team will also be responsible for the set up, testing, filling, and charging of rented or trailered pressurized water tanks (buffalo, 75 gal. soft water jug), and staging near primary burn areas. The soft water jug will be placed in the rear of one staff support vehicle (UTV) for rapid small fire response.

Each sanctioned participant lit ignition source is to be accompanied at all times by either a fully charged fire extinguisher of the appropriate class, or a full five gallon container of water. In the event of an unintentional fire, the nearest fire extinguisher will be located by participants and used to extinguish the fire. Once that action has been initiated, or immediately if the participants are not comfortable extinguishing the fire themselves, the Fire Safety team will be contacted. Rangers and Fire Safety team members will be patrolling the event, and will have radios on them at all times.

The Fire Safety team will at all times have a minimum of one member with a radio, stationed within easy access range of the motor pool. *Each vehicle will contain at least one charged fire extinguisher.* This member will be responsible for retrieving a vehicle from the motor pool to transport themselves and the necessary fire fighting equipment to the incident once they have been notified. Upon arrival, the Fire Safety team will assess the situation and determine whether or not the situation warrants escalation to the local fire department. If this escalation is required, the Fire Safety team will contact the event HQ who will relay the call to the local fire department. An escort will be designated to direct the local fire department to the incident and will be waiting for their arrival at Gate. Upon arrival at the incident, the local fire department will assume command.



10. First Aid Station

Team Responding: Medical

Escalate to Crackerjack First Response Specialists

Escalate to 911

The First Aid Station is located at the North East corner of the Barn Field.

Equipment and Resources: Handwashing station, flush toilets, refrigerator, freezer, power, South and North gurney ramp, road access, event radios, basic triage medical equipment, 2-person UTV, phone, and internet.

The First Aid Station is staffed by Crackerjack Medical Response and the SOAK Volunteer Medical Team; henceforth known as "Medical". Medical provides emergency services coverage 24 hours a day throughout the event. Services include: emergency medical service, mental health support in conjunction with Green Dot Rangers, and Communications. Medical provides 911 dispatch for all available services, including law enforcement.

All/any calls above the scope of practice of volunteer on shift should immediately escalate to Crackerjack.

a). Crackerjack will act as primary medical support during event hours: **Thursday 5/21/15 12:00 pm - Monday 3:00 pm 5/25/15**. SOAK Volunteer Medical will act as secondary support for first aid triage. SOAK Volunteer Medical will act as primary support during Early Arrival hours **Wednesday 5/20/15 9:00 am - Thursday 5/21/15 11:59 am**, and Post Event hours **Monday 5/25/15 3:00 pm - 11:59 pm**.

If SOAK Volunteer Medical is adequately staffed (at least three volunteer staff on shift, SOAK Medical can roam the event grounds in a shift to seek out first aid triage need). Crackerjack can either station 1 person at the medical station in coordination with a SOAK medical volunteer, or can send 1 staff person to travel with the roaming SOAK Medical team (or both).

b). Because SOAK General Liability coverage does not cover practitioners working as SOAK medical volunteer, Crackerjack should respond to any/all calls in place of or alongside SOAK Medical (at the discretion of Crackerjack onsite lead). Crackerjack will be on the same radio channel as SOAK Medical.

Ambulance and Air Transports:

Crackerjack to make ALL calls - no exceptions!

911

Basic Life Support Calls:

South Wasco County Ambulance: **Response time - 15 to 25 minutes**

408 Deschutes Ave

Maupin, OR

541-395-2598

**A Crackerjack ASL Provider must ride with SWCA Ambulance to provide ASL transport service to a hospital or to the LZ/Air Provider.*

911

Advanced Life Support/Critical Calls

Life Flight Network: **Response time - 25 minutes**

(Instead of 911) 1-800-232-0911

Air Link: *On-ground staged support or Response Time - 25 to 35 minutes*

541-706-6305

11. Food Handling & Food Waste

Team Responding: Rangers, Placement, Producers

Escalate to SOAK, LLC

Vending and food services are not provided by the event or permitted at the event. Vending and food services are not permitted for purposes of commodification, monetary exchange, or capital gain. Food services may be provided by camps in the form of a gift for small groups such as a picnic, family potluck, or other personal use.

Camps and anyone interested in distributing food to anyone outside of their immediate family should obtain a State of Oregon Food Handlers Card. Food should be handled after proper handwashing and glove application. Food should be properly cooled and stored. It is the Camp's responsibility to prepare and provide as much ice or power needed to safely cool food.

- Food service workers are required to obtain a food handler card within 30 days of beginning work.
- The cost of the card is \$10.00 and the card is valid for three years.
- Food handler cards issued in any county are valid throughout Oregon.
- If you have a valid food manager training certificate, it is accepted in lieu of a food handler card.
- Food handler cards issued in other states are not valid in Oregon.

If Law Enforcement or Wasco County Public Health representative is present, Camps may be asked to provide or show proof of Food Handlers Cards.

All food waste is required to be properly stored or cooled during the duration of the event. All food and products entering the event must exit the event with the responsible party. No food waste or other food products are to be left at the event site. Composting on site is not permitted. Leave no trace. <http://www.oregon.gov/ODA/FSD/pages/index.aspx>

All food waste and garbage must be placed into a fly tight container - no exceptions!

12. Hazardous Materials

Team Responding: DPW, *Wasco County Hazardous Material*

Escalate to SOAK, LLC

If a Hazardous Waste material (latex paint, herbicides, other) is discovered, DPW will phone Wasco County Solid Waste District to obtain advice on how to handle material for disposal. *Escalate to Fire Department.*

Wasco County Landfill

541.296.4082

2550 Steele Road

The Dalles, OR 97058

The nature of some events causes concerns about hazardous materials (e.g., propane gas cylinders used for cooking, pyrotechnic lighting areas, oxygen tanks used by EMS, etc.) and the ability of local officials to handle HazMat incidents. In

most communities, the fire department is the agency that responds to calls. The best way to plan for the handling of hazardous materials is to inform the fire department ahead of time about potential hazards and their locations. Providing fire officials with an event footprint grid map with a description of the possible hazards reduces the response time and allows the responding agency to be prepared. If the local fire company is not adequately trained or equipped to handle the hazardous material, planners must identify in advance the closest department that is equipped and consider staging them nearby during the event.

13. Hostage

Team Responding: Rangers, Gate.

Escalate to SOAK, LLC, Producers.

Escalate to **911**, Wasco County Sheriff's Office (LE). Law Enforcement will be called immediately by a SOAK, LLC member.

Radio Call: Hostage

- a) Rangers will hold crowd perimeter until Law Enforcement deems site clear and situation under control.
- b) Gate will close Gate operations and clear Gate Road once radioed to do so by SOAK, LLC or RC to make way for emergency vehicles.
- c) Gate will radio RC/LLC once Gate road has been cleared and secured.
- d) Gate Lead on duty will escort Law Enforcement to site location where incident is taking place.

Radio Call: Hostage

14. Human Waste & Sanitation

Team Responding: DPW, *Bishop Sanitation*

Escalate to Producers

If a Sanitation issue is discovered, DPW will phone Best Pots immediately to resolve the issue.
(509) 773-4718

15. Kidnapping

Team Responding: Rangers, Gate.

Escalate to SOAK, LLC.

Escalate to **911**, Wasco County Sheriff's Office (LE). Law Enforcement will be called immediately by a SOAK, LLC member.

Radio Call : Kidnapping

- a) Rangers will hold crowd perimeter until Law Enforcement deems site clear and situation under control.
- b) Gate will close Gate operations and clear Gate Road once radioed to do so by SOAK, LLC or RC to make way for emergency vehicles.
- c) Gate will radio RC/LLC once Gate road has been cleared and secured.
- d) Gate Lead on duty will escort Law Enforcement to site location where incident is taking place.

16. Lost Child

Team Responding: Rangers, Gate.

Escalate to Producers.

Radio Call: Lost Child

- a) If Lost Child can not be located, the Regional Contacts should be radioed immediately.
- b) Regional Contact shall decide whether or not to close the Gate operations until child is located.
- c) Gate is responsible for shutting down Gate road and may be asked to clear Gate Road for additional resources (LE) to arrive on site.
- d) Rangers to remain with parent at parent's camp location until child is located or LE have intervened.

Also see section - 19 Missing Person

Found or separated kids should be accompanied to the Ranger Headquarters located West of the Main House. Parents who have been separated from their children should be directed to Ranger Headquarters. Lost participants may also approach any Ranger on patrol for help.

17. Lost and Found

Team Responding: Ambassadors, Rangers

Escalate to Producers.

Radio Call: Ambassadors

Lost Items can be brought to and retrieved at SOAK's Lost & Found, which will be located at the Embassy. The Embassy also serves as an event information center.

Lost & Found Procedures:

Ambassadors (volunteers) who are working this booth during open hours will log any items that are brought to the lost and found on to a L&F sheet, and then tag and number the item with a piece of masking tape/number assigned to found item. When an event participant comes looking for their lost item, the Ambassadors will go through the list to see if their item is on the list, double check the box of items, and if the item was found and the person can identify the item lost, we will reunite the lost item with the event participant and cross the item off of the list by crossing out the lost item number on the sheet and the Ambassador will initial that this was done on their shift.

At night (the Embassy's closure) the L&F items will be locked away and secured for the booth's reopening the following morning. The Ambassadors on the morning shift will also be responsible for retrieving and logging any *high value* items found overnight that were brought to the Rangers station.

Any items with a two or more pieces of identifying information (name/address, name/email, etc.) should be locked up at all times and only accessible by a fixed list of people on-site. This includes ID's, wallets, backpacks with the above inside, etc). Non-identifying items can be stowed with less security.

The Embassy / Lost & Found will only be open for the hours listed below. Please retrieve all items before closure at 10am Sunday.

Embassy Hours:

Thursday: 3-9pm

Friday: 9am-6pm

Saturday: 9am-6pm

Sunday 9am-6pm

Monday 7am - 10am

AFTER HOURS: Please hold on to found items until Embassy open hours, OR bring high value items found after hours (example: ID/cell phone/camera) to a Ranger. *note that Rangers will not have access to the lost and found items other than to take these high value items in for safe keeping until the embassy opens*

SOAK*LLC is not responsible for lost/stolen/damaged items at SOAK.

18. Media Relations

Team Responding: RCs, Gate.

Escalate to SOAK, LLC, Producers.

Radio Call: Media Media

If media approaches Gate, gate staff will radio for the Regional Contacts. Gate will hold the Media at the Gate or Penalty Box until the Regional Contacts are able to reach the Gate for confrontation. The Regional Contacts may radio for SOAK, LLC to intervene if necessary.

Photography & Video:

Commercial use of pictures or video taken at SOAK is prohibited without written consent from SOAK, LLC. Consent can be obtained by writing to portland@burningman.com prior to May 18, 2015.

19. Missing Person

Team Responding: Rangers, Communications, Gate.

Escalate to SOAK, LLC, Producers.

Escalate to Wasco County Sheriff.

Radio Call: Missing Person

In the event you know someone who may be missing or you know someone who has questions about missing persons, please direct them to Ranger Headquarters as that is the clearinghouse for information gathered from local hospitals, police, Event Infrastructure, and Emergency Services. Emergency Messages from those off site are available at Central Services.

If Missing Person can not be located, the Regional Contacts should be radioed immediately. Regional Contact shall decide whether or not to close the Gate operations until person is located. Gate is responsible for shutting down Gate road and may be asked to clear gate road for additional resources (LE) to arrive on site.

Lost or separated persons should be accompanied to the Ranger Station located West of the Main House. Camp mates, and friends who have been separated from a Missing Person should be directed to Ranger Headquarters. Lost participants may also approach any Ranger on patrol for help.

If search requires extension into wilderness, especially if requesting involvement by large groups of people, contact Power/Communications Lead - Brandon Mathis to assist in building/managing search teams and areas. In the extreme, escalation to the local county/state Search and Rescue team as required.

20. Parking

Team Responding: Parking Leads, Rangers, Gate..

Escalate to: Producers.

Radio Call: parking / collision

Procedure

During the event the Parking crew will be parking all unused cars in three places (lower field, overflow field and upper field). Parking will also be parking Car Campers and RV's not associated with a theme camp in the upper RV field.

Collision

In the event of a collision (vehicle to vehicle) the radio call (parking collision) will go out.

If all drivers involved are present then the Parking Leads will escalate the situation to the RC's/LLC to help resolve the problem with the drivers.

If not all drivers are present then Parking will coordinate with The Rangers and provide best efforts to locate the other driver(s) and escalate the situation to the RC's/LLC

Evacuation

In the event that there is a need for a site wide evacuation indicated by Ranger/RC's, Parking and Rangers will coordinate with Gate to safely evacuate vehicles/participants out of the event site. This will be accomplished by stationing the Parking Leads at both entrances to the upper and lower fields to preventing vehicles from re-entering the event and pulsing vehicles out of the event site. Any Parking Crew that is on shift during the emergency will be stationed at the interception point for the Upper Checkpoint and Lower Checkpoint field road to help pulse cars and prevent collisions. Using radio communication with Gate and Rangers vehicles/participants will be moved from both the upper and lower fields towards the main gate.

21. Permitting

Team Responding: SOAK, LLC

SOAK, LLC has made safety recommendations in accordance with all filed municipal and county permits to all participants. Participants are responsible for complying with all local, state, and federal laws. If Agency approaches Gate, Gate will radio for SOAK, LLC immediately.

22. Potable Water

Team Responding: Rangers, Placement, Regional Contacts
Escalate to Producers.

SOAK* is required to have at least 5 gallons of potable water per person per day on hand. If participants encounter an emergency and need to obtain water from SOAK, they may do so at the Ice Sales tent. Participants must provide their own NSF clean container. Water is available \$1.00 per gallon. Cash only.

23. Power Interruption

Team Responding: Power/Communications Lead - Brandon Mathis
No escalation

Best efforts are made to provide power to sanctioned installations (Main Stage, Main House, Staff Camps) however in the event of a power interruption, mission critical power needs should be relayed to Power/Communications lead. This includes, but is not limited to: Medical Supplies Requiring Refrigeration, Staff Communications Devices, Emergency Lighting, Power for Public Address Systems in case of site-wide announcement. On-site power generators and The Ghost - Central Services Camp will distribute power to critical services until commercial power mains are restored. Participants are advised to bring their own sources of power and as such should not be reliant on the commercial mains.

24. Security & Perimeter

Team Responding: Gate, Security
Escalate to SOAK, LLC, Producers.
Escalate to Wasco County Sheriff.
Radio Call: Perimeter

The SOAK 2015 event site, Justesen Ranch is particularly remote, with natural borders including White River and the canyon walls. The site is quite difficult to traverse without using the roads leading to the event. Since this site has one access road, it will be very difficult for an unticketed participant to sneak into the event via other means.

Inside the event Rangers and Event Security will be making sure participants have wristbands which indicate that they have properly entered the event with tickets.

Gate Staff will be searching all incoming vehicles and making sure all passengers have tickets and or early arrival passes. If a stowaway is found in a vehicle, the entire vehicle will be stopped from entering the event. A Producer or LLC member will be called to sort out the situation.

25. Suspicious Package/Container/Bag

Team Responding: Communications (assessment), Rangers (crowd control & assessment), Medical team (physical triage).
Escalate to SOAK, LLC, Producers.
Escalate to Wasco County Sheriff.
Radio Call: Suspicious Package

See section 3 for Bomb Threat - Bomb Standoff Protocol.

26. Temporary Structures & Structural Collapse

Team Responding: Rangers (crowd control), DPW (structure support), Medical Team (physical triage).

Escalate to SOAK, LLC, producers.

Escalate to South Wasco County Ambulance.

Escalate to Wasco County Sheriff.

Radio Call: Structure collapse

Rangers will locate DPW who will obtain radios for team and report to Regional Contacts for plan-in-place.

DPW will ensure that civic structures pose no collapse or other hazard, and take precautionary measures to reduce incidences of damage, collapse, fall, such as removal of canopies, staking down equipment, unplugging electronics, etc.

Temporary Structures:

Because of their transitory nature, many events require easily constructed temporary structures. These include the stage platform itself, as well as towers to house speakers and floodlights, temporary seating such as bleachers, dance platforms, roofs, towers and masts, viewing platforms, marquees and large tents, and decorative items such as archways, overhead signs, and even sideshows.

All such temporary structures must be designed and erected to include a margin for safety and a view to potential hazards. A local government building-codes inspector should supervise the erection of temporary structures and ensure that they conform to local government building or engineering specifications.

Temporary structures are often hurriedly erected because access to the venue may be permitted only a short time before the event opens and they are usually designed for rapid removal at the conclusion of the event. In addition, these temporary structures are frequently neither designed nor erected to withstand stresses other than from intended use and are therefore not engineered to incorporate safety features. High winds or spectators climbing for a better vantage point can overstress these structures.

Personnel should inspect temporary structures periodically during events of long duration. They should post warnings on, or close, a temporary structure whose intended purpose is being violated.

(Source IS.15.a)

Load Capacity:

All structures have load capacities, and precautions should be in place to prevent misuse through overloading. These precautions apply to any viewing platform or vantage point, such as building walkways or balconies, which can cause a major incident if the number of spectators upon these structures is not properly controlled.

The bases of temporary structures must be protected from damage by vehicular traffic through the use of designated buffer zones.

(Source IS.15.a)

27. Ticketing & Wristbanding

Team Responding: Gate, Rangers

Escalate to SOAK, LLC.

Radio Call: RC/LLC Response at Gate

All staff are responsible for reporting participants inside the event without a wristband. Participants may be escorted to Ranger Headquarters until a SOAK, LLC/RC member can be located.

Ticketing Protocol:

One physical ticket is required per person aged 12 and over to enter the event.

There are no sales of tickets at Gate. There are no refunds at Gate.

People expecting to enter during Early Arrival on Wednesday May 20, 2015 must have one physical ticket plus one physical Early Arrival pass to enter the event.

Adult wristbands are defined as those issued to anyone ages 21 and over.

Child wristbands are defined as those issued to anyone ages 20 and under.

Children permitted with parent or legal guardian.

- 1) Government issue identification (with date of birth) must be checked for all participants that look under 30 (and that are obviously not a child).
- 2) Issue Adult wristbands to anyone aged 21 and over.
- 3) Issue Child wristbands to anyone aged 20 and under.
- 4) Issue one Liability Waiver to each person entering the event. Parents and Legal guardians may sign on behalf of each child under the age of 18.
- 5) Issue dog tags to registered dogs and owners.
- 6) Issue driving passes to registered vehicles permitted to drive on site.
- 7) Perform routine vehicle inspections in search of the following prohibited items:
 - Charcoal BBQs
 - Candles
 - Fireworks and Pyrotechnics
 - Chinese Floating Lanterns
 - Feathers
 - Oil Lanterns
 - Tiki Torches
 - Fire barrels and pits
 - Deep fryers
 - Weapons including guns, bow & arrows, etc.
 - Unregistered/unapproved pets
 - Stow-aways

Stow-ways and Contraband Protocol

For all stowaway and contraband situations **do not process**. Send the vehicle and all passengers to Penalty Box/D-Lot and call for RC/LLC. Offending Participant(s) can leave or they can wait for us, but they do not come into the event and they can't block traffic.

Staff Safety

First and foremost, none of our people should be putting themselves in a position to be hurt. If a situation is escalating make sure that a) you are watching each-others backs, b) that you are in radio contact, c) that other staffers know your situation, and d) that other staffers know your location. We have multiple control points this year so I want to make sure that we are all keeping each other safe.

Access Controls

If you find a car with a stowaway and/or contraband, that car and everyone in it may not enter. They can wait in Penalty Box or holding area that does not impede processing other vehicles. **Gate staff must Escalate to Producers/LLC immediately**. Call for and LLC and/or RC on the radio. The RCs and/or LLC will triage the situation by radio or in-person and make the call as to whether anyone from their vehicle may enter the event at all this year. It's a small event and something like this goes to the top of our command structure.

Legality

SOAK, LLC is the tenant on the site for the duration of the event. Everyone from the RCs to the Leads to the line volunteers are the duly authorized agents of SOAK, LLC. We bear responsibility for who comes into the event. Like our eviction policy, trespassing must be handled by the LLC.

Scope of Practice

The scope of the Gate's authority is essentially binary; if they have entry credentials and identification (tickets or tickets and EA passes) for all the bodies and don't have contraband, they come in. No credentials, no entry. Contraband, no entry. The only third option is that they wait in D-Lot for the Producer/LLC process them.

A few other notes:

Event volunteers can not detain or physically handle people without DPSST certification. If a participant decides they don't want to enter our event, you can't hinder their departure. If a participant tries to bring in contraband and then go to leave, you must let them, but let's document them by noting license numbers, description of the vehicle, names of the participants, reason they weren't processed, etc. *Please use the Incident Report form - copies are located at the end of this document.* That way we know if they try to come back what the basis of their departure was.

Ticketholders have a revocable license to come be on our site. We can take their tickets. Their best-case recourse is limited to asking for a refund well after the event if we somehow wrongly deny them entry, but that's a post event problem that can be communicated to the RCs and LLC.

No refunds will take place at the Gate. No ticket sales take place at the Gate unless previously authorized by the RCs (ie: non-delivery of ticket purchase with tracking).

28. Traffic Control

Team Responding: Gate, Parking

Escalate to Producers.

Radio Call: Traffic Incident

Traffic Control is a responsibility of both the Gate Department and the Parking Department. Primary traffic into the event is controlled by the Gate Department. Processed or returning traffic is controlled by the Parking Department. In order to facilitate large vehicles that must turn around, the Gate department has created a checkpoint dubbed "**Apex**". Apex is within the Gate staging area.

Apex serves as a location for a cursory check of tickets and early arrival information to see if a vehicle can move forward to gate or turn around and leave the event.

Gate Staffers working Apex will be wearing high visibility vests, these vests will make them difficult to miss both during the day and at night.

Although Apex staff are not trained as ODOT flaggers they will be given specific instruction to ensure their safety and the safety of drivers on the road. The roads that lead into the event site are public and managed by Wasco County, OR. As long as all traffic management is handled within the private property of Justesen Ranch and off Jake Davidson Road, traffic control certification with ODOT (flagger certification) is not required.

In order to comply with Oregon Special Event Traffic Code, please follow the Traffic Control Plan as outlined in the Wasco County Mass Gathering Permit.

The Traffic Control Plan outlines the flow of traffic into the event site and back out of it. Evacuation protocols covered under section 8 of this document include specific steps for Rangers, Fire Safety, Parking, and Gate to coordinate evacuation of the site. As mentioned above, all vehicles pass through Apex and vehicles entering the event then pass through The Gate (Box Office) proper.

The following roadways are affected by our event.

- US-197 is a State of Oregon maintained Highway.
- Tygh Valley Road is a Wasco County, OR maintained roadway.
- Jake Davidson "Grade" Road is a Wasco County, OR maintained roadway for .24 miles.
- Jake Davidson "Grade" Road is a private road after .25 miles maintained by Deed Holder/property owner Fred Justesen.

All traffic incidents must be reported to the Producers and LLC, and documented immediately in the *Incident Report Form*.

29. Weather Hazards/Storms

Team Responding: Rangers (crowd control), DPW (structure support), Communications (radio traffic).

Escalate to Producers, SOAK, LLC.

Radio Call: Weather Hazard

Reporting person will place a call to Communications Lead regarding Weather concern. Communications will affirm hazard through commercial available weather radio/regional radar (if available) and make announcement to Rangers to distribute information. Rangers will locate DPW who will obtain radios for team and report to Producers for plan-in-place.

DPW will ensure that civic structures pose no collapse or other hazard, and take precautionary measures to reduce incidences of damage, collapse, fall, such as removal of canopies, staking down equipment, unplugging electronics, etc.

Rangers will notify participants via PA System and on-foot word of mouth to advise of Weather Hazard, and preparations to ensure safety during event and in camps. Participants will be advised to shelter in place and secure all structures. Once immediate Weather Hazard has passed, Rangers, Gate, Fire Safety Team may enact Evacuation Protocol if needed.

E) MAPS

1. Event Map

Attached.

2. Evacuation Map

Attached.

F) INCIDENT REPORT FORM

SOAK Incident Report Form

Please complete the details below and attach all relevant documentation. All injuries and incidents on site must be reported to your Team Lead by completing an Incident Report within 12 hours of incident. The Incident Report must detail what you saw and the actions that you took. This can be important for maintaining a safe workplace. Incident Reports can also serve as evidence for further investigation and must be accurate accounts.

Personal Information

Name of person completing report:

Team:

Team Lead Name:

Date:

Time of Report:

Your Phone:

Your Email:

Incident Information

Description of nature of activities before Incident occurred:

Incident Description (If vehicle involved, attach Driver Info, Owner, License plate(s), DL #(s), Registration info on separate page):

Nature of Incident: (Assault, Fire, Injury, Lost Child, etc.):

Names and Roles of people involved:

Exact Incident Location (Field, Path, Road, Camp Name...etc):

Time and Date of Incident:

Weather Conditions (if applicable):

Witness Name:

Witness Phone:

Witness Name:

Witness Phone:

Witness Name:

Witness Phone:

Law Enforcement & Emergency Response

Was this incident reported to a Law Enforcement (LE) or Emergency Response Agency?

Name & District (municipality) of Reporting Agency:

Name(s) of Officer(s) and/or Badge #:

LE Incident Action taken:

Actions Taken

Responding Team(s) to Incident:

Action(s) taken (please include steps to resolution if applicable):

Outcomes of Actions:

Was Medical treatment required?

If so, by Whom? (Name and Certification)

Was anyone transported to a Hospital for Care?

If so, Name, DOB, Time Transported off event property:

Reporters Signature

LLC Representative Signature

Date

LLC Representative Name Printed

Oregon Health Services - Drinking Water Program

Drinking Water Hauling Guidelines

June, 2008

INTRODUCTION

Hauling water for drinking purposes is not regulated in the State of Oregon. The mission of the Drinking Water Program is to *assure all Oregonians safe drinking water*. The Program is solely responsible for administering both state and federal drinking water regulations, with the philosophy to *emphasize prevention activities*, which promote voluntary compliance with drinking water standards over the use of formal enforcement. These guidelines have been developed by the Drinking Water Program to help provide the "hauler" an effective means to ensure the delivery of safe drinking water.

SOURCE OF WATER

The Drinking Water Program recommends utilizing a public water system for the water supply source. The hauler should complete the following steps before utilizing the public water system:

- 1... **Contact the Drinking Water Program** at (971) 673-0405, or through their website at <http://www.oregon.gov/DHS/ph/dwp/index.shtml> and request a Compliance Status Report for the water system be sent to you. This report will indicate if the water system is current with drinking water monitoring requirements. This report will also help demonstrate to the customer that the water you're hauling is "safe" and comes from a reliable source.
- 2... **Contact the public water system** that is going to serve as your source of supply for the following reasons:
 - A... Generally, they already have a location in their distribution system set-up for supplying tanks with water.
 - B... They may require payment for the water to off-set their operating costs.
 - C... They may operate a wastewater treatment facility. If you use their wastewater collection system to dispose of an emulsifying detergent used to clean your tank, or high levels of chlorinated water used for disinfection, you may affect their treatment process.

EQUIPMENT PREPARATION

Tanks used for hauling drinking water should be of an acceptable type. The Drinking Water Program recommends using tanks previously used for ONLY hauling water or food grade materials.

The Drinking Water Program STRONGLY recommends NOT using tanks that have previously hauled ANY FUELS because lead and other materials in the fuels can be "absorbed" into the tank over time and leach back out into the water during transport. To use fuel tanks, they would need to be steam cleaned for a minimum of 90 minutes. Also, lead and volatile organic chemical (VOC) analysis of water that has been "standing" inside the fuel tank for a period of 24 hours would need to be completed. The results from the analysis would need to be below maximum contaminant levels (MCLs) established in the Drinking Water Program regulations.

All tanks should be visually inspected, scrubbed, flushed, and disinfected before hauling water to customers as follows:

- 1... All equipment should be visually inspected to ensure its integrity.
- 2a.. TANKS PREVIOUSLY USED FOR HAULING WATER should be scrubbed, flushed, and disinfected with chlorine as follows:

- A... To ensure that water hauling equipment is adequately disinfected, all rust and sediment from the tank should be scrubbed with water containing 200 parts per million (ppm) chlorine. Chlorine bleach can be used for the scrubbing solution as follows:

200 ppm chlorine = 2.5 ounces (1/3 cup) of chlorine bleach for every 5 gallons of water used in the solution.

All hoses, pumps, and other equipment which will be in contact with the water should be disinfected in the same manner. After the tank and equipment has been scrubbed, everything should be rinsed.

- B... After scrubbing and rinsing the tank, fill it with water containing 50 ppm chlorine for disinfection purposes. The chlorinated water should stand in the tank until you're ready to begin hauling (minimum period of 30 minutes). Chlorine bleach can be used as follows:

50 ppm chlorine = 2 quarts of chlorine bleach for every 500 gallons of water used to fill the tank.

All hoses, pumps, and other equipment which will be in contact with the water should be disinfected in the same manner.

- C... When you are ready to begin hauling water, the chlorinated water should be drained and rinsed from the tank.

- 2b.. TANKS USED PREVIOUSLY FOR HAULING FOOD GRADE MATERIALS should be scrubbed, flushed, and disinfected with an emulsifying detergent and chlorine as follows:

- A... Scrub and flush the tank and equipment with warm water.

- B... clean with the injection of an approved (written on the manufacturer's label) emulsifying detergent until the tank and equipment are clean:

- a... Use the amount specified on the manufacturer's label.

- b... Maintain a minimum temperature of 140 degrees.
- c... Change the location of the nozzle to continuously keep the interior wet from top to bottom until the tank is clean.
- C... Rinse the tank thoroughly using warm water.
- D... Fill the tank for disinfection purposes with water containing 50 ppm chlorine (described in part 2aB) until ready for hauling (minimum period of 30 minutes). All hoses, pumps, and other equipment which will be in contact with the water should be disinfected in the same manner.
- E... When you are ready to begin hauling water, the chlorinated water should be drained and rinsed from the tank.

Note: The food industry has facilities for cleaning and disinfecting tanks used in hauling food grade materials. You may want to contact these facilities to make arrangements for cleaning and disinfecting your tank and equipment.

Note: Aluminum tanks, and tanks having plastic or other types of organic coatings, may be affected by heat or alkaline materials. When these types of tanks are to be cleaned using emulsifying detergents, the manufacturer of these tanks should be contacted and their recommendations followed.

TRANSPORTATION

After everything has been inspected, scrubbed, flushed, and disinfected, your equipment should be adequately prepared for hauling water. To ensure the water being transported is safe for drinking purposes, it should carry a "free" chlorine residual of 1 ppm before transporting. The chlorine serves to disinfect organisms which may be present in the water and can cause illness. These organisms may be introduced into the water through the handling of equipment. The following steps should be followed to make sure the water is adequately disinfected:

- 1... You should have a chlorine test kit available that is able to measure "free" chlorine residuals. These test kits are available at swimming pool and spa supply stores. The Drinking Water Program recommends using a "DPD" test kit that can measure a free chlorine residual between 0.2 milligrams per liter (mg/L) and 3.0 mg/L.

Note: One milligram per liter (mg/L) is equal to one part per million (ppm).

- 2... A majority of public water systems chlorinate their water for disinfection purposes; therefore, you should measure their water for a free chlorine residual before filling your tank. If the measured residual is between 0.5 ppm and 1.0 ppm, you have adequate disinfection for hauling. Be sure to record the date, time, and measured free chlorine residual.

- 3... If the source of water does not have a chlorine residual measured between 0.5 ppm and 1.0 ppm, disinfect the water at 1 ppm by adding chlorine bleach while filling the tank as follows:

1 ppm chlorine = 2.5 ounces (1/3 cup) of chlorine bleach for every 1000 gallons of water used to fill the tank.

Once the tank is filled, check the free chlorine residual. Be sure to record the date, time, and measured free chlorine residual.
- 4... Your tank should be filled through an air gap to prevent possible backflow conditions from occurring. Once the tank is filled, it should be covered and "tightly" sealed.
- 5... All hoses utilized in the operation should be stored off the ground at all times. The hoses should be capped at both ends when they are not being used.
- 6... Haul the drinking water to the customer's location. The following steps should be followed after arriving:
 - A... Measure the free chlorine residual upon arrival. Be sure to record the date, time, and measured free chlorine residual.
 - B... Inspect the customer's receiving tank(s) with the customer before filling. The customer should have cleaned, disinfected, etc., the receiving tank(s) before your arrival. Comments regarding the condition of the receiving tank(s) should be documented in your records.
- 6... C... The customer's receiving tank(s) should be filled through an air gap to prevent possible backflow conditions from occurring.

REPEAT HAULING

If you haul drinking water on a day-to-day basis, you do not need to scrub, flush, and disinfect your tank and equipment between each haul. For each trip, you should repeat the guidelines described in the TRANSPORTATION section.

If you have stopped hauling drinking water for a period of several days, and have not hauled anything else, you should disinfect your tank and equipment with water containing 50 ppm chlorine before hauling again. Disinfecting with 50 ppm chlorine is described in Part 2aB of the EQUIPMENT PREPARATION section. After disinfecting the tank and equipment, you should repeat the guidelines described in the TRANSPORTATION section for day-to-day operation.

If you have stopped hauling drinking water, and have since hauled food grade materials in your tank, you should repeat everything described in the guidelines.

RECORD KEEPING

Record keeping should be done at all times. By keeping records, liability issues surrounding "disease" outbreaks at your customer's location are greatly reduced. You will also be able to provide the customer with pertinent information regarding the "safety" of the water being hauled. Records should include the following information:

- 1... Public water system utilized for the source of water. The Program's Compliance Status Report has this information and is suitable for record keeping.
- 2... Name and address (location) of customer.
- 3... Date, time, and free chlorine residual after filling the tank with water for hauling.
- 4... Date, time, and free chlorine residual after arriving at the destination.
- 5... Notes regarding the receiving tank and any other significant items.

Attached to the guidelines is a form that can be used for keeping records. Make additional copies of this form for your use.

OAR 333-150 Food Sanitation Rules

Effective Date: January 1, 2002

Revised March 2008

5-3 MOBILE WATER TANK AND MOBILE FOOD ESTABLISHMENT WATER TANK

Subparts 5-301 Materials

5-302 Design and Construction

5-303 Numbers and Capacities

5-304 Operation and Maintenance

5-305 Water System Requirements

5-301.11 Approved.

Materials, that are used in the construction of a mobile water tank, mobile food establishment water tank, and appurtenances shall be:

- (A) Safe;
- (B) Durable, corrosion-resistant, and nonabsorbent; and
- (C) Finished to have a smooth, easily cleanable surface.

5-302.11 Enclosed System, Sloped to Drain.

A mobile water tank shall be:

- (A) Enclosed from the filling inlet to the discharge outlet; and
- (B) Sloped to an outlet that allows complete drainage of the tank.

5-302.12 Inspection and Cleaning Port, Protected and Secured.

If a water tank is designed with an access port for inspection and cleaning, the opening shall be in the top of the tank and:

- (A) Flanged upward at least 13 mm (one-half inch); and
- (B) Equipped with a port cover assembly that is:
 - (1) Provided with a gasket and a device for securing the cover in place, and
 - (2) Flanged to overlap the opening and sloped to drain.

5-302.13 "V" Type Threads, Use Limitation.

A fitting with "V" type threads on a water tank inlet or outlet shall be allowed only when a hose is permanently attached.

5-302.14 Tank Vent, Protected.

If provided, a water tank vent shall terminate in a downward direction and shall be covered with:

- (A) 16 mesh to 25.4 mm (16 mesh to 1 inch) screen or equivalent when the vent is in a protected area; or
- (B) A protective filter when the vent is in an area that is not protected from windblown dirt and debris.

5-302.15 Inlet and Outlet, Sloped to Drain.

- (A) A water tank and its inlet and outlet shall be sloped to drain.
- (B) A water tank inlet shall be positioned so that it is protected from contaminants such as waste discharge, road dust, oil, or grease.

5-302.16 Hose, Construction and Identification.

A food grade hose shall be used for conveying drinking water from a water tank and shall be:

- (A) Safe;
- (B) Durable, corrosion-resistant, and nonabsorbent;
- (C) Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition;
- (D) Finished with a smooth interior surface; and
- (E) Clearly and durably identified as to its use if not permanently attached.

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5-303.11 Filter, Compressed Air.

A filter that does not pass oil or oil vapors shall be installed in the air supply line between the compressor and drinking water system when compressed air is used to pressurize the water tank system.

5-303.12 Protective Cover or Device.

A cap and keeper chain, closed cabinet, closed storage tube, or other approved protective cover or device shall be provided for a water inlet, outlet, and hose.

5-303.13 Mobile Food Establishment Tank Inlet.

A mobile food establishment's water tank inlet shall be:

- (A) 19.1 mm (three-fourths inch) in inner diameter or less; and
- (B) Provided with a hose connection of a size or type that will prevent its use for any other service.

5-304.11 System Flushing and Disinfection. *

A water tank, pump, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of nonuse.

5-304.12 Using a Pump and Hoses, Backflow Prevention.

A person shall operate a water tank, pump, and hoses so that backflow and other contamination of the water supply are prevented.

5-304.13 Protecting Inlet, Outlet, and Hose Fitting.

If not in use, a water tank and hose inlet and outlet fitting shall be protected using a cover or device as specified under § 5-303.12.

5-304.14 Tank, Pump, and Hoses, Dedication.

(A) Except as specified in ¶(B) of this section, a water tank, pump, and hoses used for conveying drinking water shall be used for no other purpose.

(B) Water tanks, pumps, and hoses approved for liquid foods may be used for conveying drinking water if they are cleaned and sanitized before they are used to convey water.

5-305.11 Water System Requirements.*

(A) A Class IV mobile food unit must have a potable water system under pressure. The system must be of sufficient capacity to furnish enough hot and cold water for food preparation, warewashing, and handwashing, and the requirements of these rules. This supply must consist of a minimum of five gallons of water for handwashing and 30 gallons of water for warewashing.

(B) Class II and III mobile food units must have a water supply that provides sufficient water for food preparation, handwashing, warewashing or any other requirements as set forth in these rules. If warewashing is conducted on the unit, a minimum of 30 gallons of water must be dedicated for this purpose. A minimum of five gallons of water must be provided for handwashing.

(C) Except relating to handwashing as provided for in subparagraph 5-203.11(D)(2), all mobile food units must be designed with integral potable and waste water tanks on board the unit. A mobile unit may connect to water and sewer if it is available at the operating location, however, the tanks must remain on the unit at all times. n

SOAK 2015 – OMG

Attachment A: Crackerjack Medical Letter of Intent

Craig McClure

Nov 14 (3 days ago)

to me

Emily - Great detail. Thank you. See responses below in preparation for letter of intent/quote. We have a few things we can supply that should help. Also, after the event last year we ordered full sets of the Dance Safe cards for our concert work - great resource.

Hopefully Honey Badger is returning as your volunteer coordinator. I think we can build on what we started last year to better integrate the volunteer staff and also divide the work so they have a job and don't feel displaced.

We will supply

- 6 EMS staff, with minimum of 2 ALS providers included in the 6.
- We will do our best to have at least one woman on staff.
- 3 Staff arrive Wednesday 5/20/2014 to set up and check in and look around (1 ALS)
- 6 Staff Thurs 2pm to Mon 10am
- 3 Staff Mon 10am (1 ALS) to release as determined by SOAK LLC.
- Total hours of contract: Aprox 115 hours
- 4 treatment beds with privacy screening
- 3 AED
- Full medical station BLS and ALS supplies including oxygen, narcotics, IV fluids, respiratory therapy, and Narcan(Naloxone).
- Enhanced basic first aid and trauma supplies to be shared with volunteer staff.
- Representation at daily staffing briefs during the event
- Handling and disposal of all medical waste materials
- Medical tent(s) 1(12x18) or 2(12x14) These are rugged full-walled tents with lighting, vents, and floors if needed,
- 1 4WD Medical UTV - would like to have a second provided by LLC at especially at night.
- Meals for medical staff
- 3 UHF F80 radios - to be programmed by SOAK
- If needed we may be able to provide a 30ft trailer for our staff accommodations.
- Coordination with local EMS and contracted Air Medical resource

LLC tp provide

- Power (via extension cords and power outlet strips)
- Mini fridge (for ice and medicine)
- Hand Washing station (non potable water)
- Porto Potty at medical station
- Potable water jug
- Ice on site - we are contracting a vendor this year - you can use as much as you need at no charge
- Housing: I am working on housing for your team. The cabin on site costs quite a bit more per night than the last place, and it's further out of the main event space. The good news is you will be able to drive the UTVs or your personal vehicles to the Medical Tent to get to your shifts.
- Snacks and drinks
- Our first aid back up stash and old AED machine and O2 tank
- Assistance from Volunteer Medical Team
- We are also trying to get Dance Safe to come to do on site drug testing kits and hand out more of their info cards <http://www.dancesafe.org/>

The increased hours and staffing does impact the bottom line but we are also providing a greater scope of practice and services than last year. If the hours and scope above are what you want it looks to be about \$7400 for the 5 days. For total transparency, this figure is our loaded payroll for the 6 providers, plus \$300 budgeted for consumables, all on a 24% margin. We want to do the best we can for you but we have to be true to the reality of business.

Craig McClure
844-991-0911 x801



We will supply:

- 8 EMS staff with minimum of 2 ALS providers included in the 8
- We will do our best to have at least one woman on staff
- 3 Staff arrive Wednesday 5:00 2014 to set up and check in and look around (1 ALS)
- 6 Staff Thurs 2pm to Mon 10am
- 3 Staff Mon 10am (1 ALS) to release as determined by SOAK LLC
- Total hours of contract: Approx. 115 hours
- 4 treatment beds with privacy screening
- 3 AED
- Full medical station EMS and ALS supplies including oxygen, narcotics, IV fluids, respiratory therapy, and Narcan/Naloxone
- Enhanced basic first aid and trauma supplies to be shared with volunteer staff
- Reorientation at daily staffing briefs during the event
- Handling and disposal of all medical waste materials
- Medical tent(s) (112-13 or 212x14). These are rugged full-walled tents with lighting, vents, and floors if needed.
- 1 4WD Medical UTV - would like to have a second provided by LLC at expense if at night
- Meals for medical staff
- 3 UHF F80 radios - to be programmed by SOAK
- If needed we may be able to provide a 30ft trailer for our staff accommodations
- Coordination with local EMS and contracted Air Medical resource

LLC to provide:

- Power via extension cords and power out let strips
- Mini fridge for ice and medicine
- Hand Washing station (non potable water)
- Porta Potty at medical station
- Potable water jug
- Ice on site - we are contracting a vendor this year - you can use as much as you need at no charge
- Housing - I am working on housing for your team. The cabin on site costs quite a bit more per night than the last place, and is further out of the main event space. The good news is you will be able to drive the UTV's or your personal vehicles to the Medical Tent to get to your shifts
- Snacks and drinks
- Our first aid back up stash and old AED machine and O2 tank
- Assistance from Volunteer Medical Team
- We are also trying to get Dance Safe to come to do on site drug testing - its and hand out more of their info cards <http://www.dancesafe.org>

The increased hours and staffing does impact the bottom line but we are also providing a greater scope of practice and services than last year. If the hours and scope above are what you want it looks to be about \$7400 for the 5 days. For total transparency, this figure is our loaded payroll for the 8 providers, plus \$300 budgeted for consumables, all on a 24% margin. We want to do the best we can for you but we have to be true to the reality of business.

Craig McClure
844-991-0911 x801



SOAK 2015 – OMG

Attachment B: Life Flight Network Letter of Intent



22285 Yellow Gate Lane, Suite 102
Aurora, Oregon 97002
Office (503) 678-4364
Fax (503) 678-4369

November 20, 2014

Emily Steadman
Burning Man Portland/SOAK, LLC
555 SE 99th Ave. Ste. 201
Portland, OR 97216

Emily,

Life Flight Network is happy to provide our services for your event from May 20-25, 2015. Our understanding is that you need to have ALS transport services available in the case of a medical emergency that requires immediate transport to the closest most appropriate facility.

Our Services in the Region

Life Flight Network has two AgustaWestland Koala 119 helicopters available in the region. Our closest aircraft is based in Dallesport, WA. This flight time for this helicopter to 89720 Davidson Grade Road Tygh Valley, OR is 25 minutes. The second helicopter in the region is in Redmond, OR and would have a 35 minute flight time. The critical care crews on these aircraft consist of a nurse and a paramedic.

Patients are generally transported to the closest most appropriate facility. From Tygh Valley, we would most likely transport to The Dalles, Portland, or Bend, depending upon the patient's unique circumstances.

Pricing

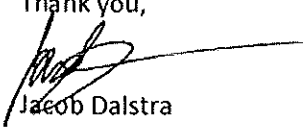
Burning Man Portland/SOAK, LLC will incur no charges for utilizing Life Flight Network during this event. We typically respond from our base location when requested. We bill the patient directly, a base fee plus a per loaded mile fee. We do have a membership program available for purchase that would result in no out of pocket expenses for a patient. If you would like to make this available for your participants I can get you further details.

Availability

We cannot guarantee availability, especially when considering factors beyond our control (on another flight, weather, unpredictable maintenance, etc). In the event both Dallesport and Redmond are busy or otherwise unavailable, we have addition resources we could utilize in Aurora, La Grande, and Pendleton.

Please let me know if we can provide additional information. As we get closer, I'd like to discuss the specific logistics of utilizing LFN (how to contact us, how we will communicate once we're in the air, and where we will land).

Thank you,


Jacob Dalstra
Regional Director
Life Flight Network
(360) 241-8985

SOAK 2015 – OMG

Attachment C: Bishop Services, Inc. Letter of Intent



Bishop Sanitation, Inc.

Contract & Compliance Office

221 W. Main (P.O. Box 11)
Goldendale, WA 98620

24hr. 800.443.3473
Office: 509.773.4707
Fax: 509.773.5752

November 7, 2014

Emily Steadman, Regional Contact
Burning Man Portland/SOAK, LLC
Justesen Ranch at White River Canyon
89720 Davidson Road
Tygh Valley, OR 97063
PH: (541) 760-4440

Re: Event Name: Soak

Ms. Steadman,

It is Bishop Sanitation's intent to provide equipment and services listed below for May 20-26, 2015 upon entering a contractual agreement with Burning Man Portland/SOAK, LLC

Portable Toilets - Purpose, human waste sewage service (ORS 333-039-0025)

- (38) Standard portable toilets with hand sanitizers \$4,750.00
 - 4 services each
- (3) ADA portable toilets with hand sanitizers \$540.00
 - 4 services each

Hand Wash Station - Purpose, Ice Sales - food safety (ORS 333-039-0035)

- (11) Hand Wash Stations (\$75.00 each) \$825.00
- Services \$17.50 per service / per unit

Potable Water Truck - Purpose, on-site potable water (ORS 333-039-0015)

- (1) 4,000 gallon Potable Water Truck \$1,995.00

If you have any questions or comments, please contact Jarrett Parra (509) 261-0737.

Sincerely,

Carrie House
Director of Contracts / Compliance

On behalf of: Jarrett Parra – VP Operations
jarrett@bishopholdings.biz

SOAK 2015 – OMG

Attachment D: Mel's Sanitation Letter of Intent



4 older messages



portland@burningman.com

Nov 21 (9 days ago)

(one) 30-yard container Thank you!



melssanitary@centurytel.net via burningman.com

Nov 23 (7 days ago)

to portland

Hi Tzara. As per our conversation on friday we can provide you with disposal service for the following event.

Requested rental items for Burningman 2015.

- (one) 30-yard container
- Drop-off Wednesday May 20th
- Daily Servicing May 21st to May 25th
- Pick-up Tuesday May 26th

Thank You.

Mel Barlow Sr

Mel's Sanitary Service Inc.

[541-483-2500](tel:541-483-2500)

SOAK 2015 – OMG

Attachment E:

Gem Ice Co.

Letter of Intent

Gem Ice Co.

11-25-2014

3003 E. 2nd St.

The Dalles, Or 97058

541-296-5386

To Whom It May Concern,

Gem Ice Co. intends to supply 400 bags of 7lb bags of ice to the Justenson Ranch at White River Canyon for the SOAK event.

The ice and trailer will be delivered on Thursday the 21st of May and picked up on Monday the 25th of May. Additional deliveries need to be requested the night before, so they can be scheduled into a route.

The minimum fee is \$150.00. If all of the ice is used then the \$150.00 will be dropped and only charged for the ice. The price for individual bags of ice is .90.

Thank you,

Jerry Moyer

Gem Ice Co.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE WASCO COUNTY BOARD)
OF COMMISSIONERS APPROVING/DISAPPROVING) ORDER
AN OUTDOOR MASS GATHERING FOR SOAK 2015,) 15-024
AN ARTS FESTIVAL AND CAMPING EVENT,)
MAY 21-25, 2015, FILE PLAOMG-14-12-0003)

NOW ON THIS DAY, the above matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That on December 26, 2014, a complete application was received from SOAK, LLC for an outdoor mass gathering as defined by ORS 433.735. The subject property is located at 89720 Jake Davidson Road, Tygh Valley, OR, 97063; further described as 4S 13E defined portions of Tax Lots 800 in Section 10 and Tax Lots 100 and 2200 in Sections 15 and 16. The dates of the proposed outdoor mass gathering, an arts festival and camping event, are May 21-25, 2015, with attendees up to 1,300 including staff and volunteers; and

IT FURTHER APPEARING TO THE BOARD: That notice of the complete application was sent to the Wasco County Sheriff, North Central Public

Health District, Wasco County Public Works, the Tygh Valley Fire Department, the Juniper Flats Fire Department, Oregon State Fire Marshall, Oregon Department of Forestry and the Bureau of Land Management. Each agency receiving notice of the application was invited to submit written comments on the application; and

IT FURTHER APPEARING TO THE BOARD: That at 5:30 p.m. on Wednesday, April 1, 2015, the Wasco County Board of Commissioners met to conduct a public hearing on the compliance of the outdoor mass gathering application with the applicable statute and administrative rules. Notice of the hearing was published on March 22, 2015, and March 29, 2015, in The Dalles Chronicle, and was mailed to owners of property within 750 feet of the subject parcel. The public hearing was opened, the staff report was presented, and testimony was received.

IT FURTHER APPEARING TO THE BOARD: That having considered the matter, and based upon evidence and testimony presented at the hearing, voted ____ to ____ to approve/disapprove the application for the outdoor mass gathering.

FINDINGS OF FACT

1. Upon examination of the permit application and information in the record, The Board finds the outdoor mass gathering creates a potential for injury to persons or property, and therefore requires an insurance policy of not less than \$1,000,000 described below in Condition #D.
2. In making its decision, The Board recognizes the procedural and legal requirements of Oregon Revised Statute 433.735–433.770, Oregon Administrative Rule 333 Division 39, and the Wasco County Land Use and Development Ordinance, and weighed fully Applicant’s demonstrated compliance, or ability to comply, with the health and safety rules governing outdoor mass gatherings.
3. Any decision of a county governing body on an application for a permit to hold an outdoor mass gathering may be appealed to a circuit court for the county as provided in ORS 34.020 to 34.100.

4. The Board adopts findings and conditions contained in the Summary of Information and Staff Report published on March 23, 2015.

CONDITIONS

- A. Applicant and property owners shall comply with the application as reviewed and approved by the staff report, which is available at the Wasco County Planning Department. This report details the restrictions on aspects of the proposed development including but not limited to location, dimensions and use. This decision does not constitute tacit approval for any other development or use.
- B. **Location:** Event shall only occur on Wasco County tax lots 4S 13E 10 800; 4S 13E 15 100; and 4S 13E 15-16 2200 and may not occur on adjacent lands owned by the Bureau of Land Management (BLM) or any other individual or organization whose signature was not obtained for the application. At the request of BLM staff and to demonstrate compliance, the applicant shall:
 - i. Provide a revised site plan to clarify the location of the event activities.
 - ii. Install temporary fencing to prevent event attendees from accessing BLM lands.
 - iii. Coordinate a three site visits with BLM staff: (1) before the event to inspect the condition of BLM lands and the location of the temporary fencing, (2) during the event to ensure there is not unauthorized use of BLM lands, and (3) after the event to confirm resource impacts and the removal of the temporary fence.
- C. **Attendance:** Maximum attendees for SOAK 2015 shall be 1,300, including staff and volunteers necessary to operate the event safely and effectively, as described in Attachment D of the March 23, 2015 Staff Report.
- D. **Insurance:** Applicant shall maintain a Commercial General Liability Insurance policy of not less than \$1,000,000 specific to SOAK 2015, and naming Wasco County, its officers, agents, volunteers, and employees as an additional insured for the duration of the event and event clean up.
- E. **Water Supply:** Applicant shall comply with OAR 333-039-0015 that requires 12 gallons of water are available per person, per day of the event and 5 gallons of water are stored per person, per day, as described in Attachment D of the March 23, 2015 Staff Report.
- F. **Water Supply System Construction, Maintenance, and Design:** The temporary water system shall be inspected by Wasco County or partner agencies prior to the event for compliance with *OAR 333-039-0015(3)(a)* through *(3)(l)*.

- G. **Water Quality:** On-site well water source shall be tested for bacterial and chemical requirements pursuant to OAR 333-039-15(2) within 45 days before the event.
- H. **Water Quality:** All transport of water shall follow the standards contained within the *2008 Drinking Water Hauling Guidelines*. Documentation shall be provided by the applicant to demonstrate compliance with these guidelines, including the forms supplied by the State/North Central Public Health District to track chlorine levels of potable water when delivered. The chlorine that is being used to increase the chlorine levels needs to be and NSF certified product. There should a copy of that on hand when the inspection takes place.
- I. **Grey Water:** No grey water is anticipated by the applicant. In coordination with the North Central Public Health District, the applicant shall develop a plan for unanticipated grey water storage needs.
- J. **Refuse Storage and Disposal:** The applicant anticipates minimal refuse storage and disposal needs. Given that the event spans a holiday weekend, the applicant shall provide a plan for unanticipated refuse storage and disposal that is consistent with OAR 333.039.0030.
- K. **Food and Sanitary Food Service:** No food vendors are proposed. If that changes, all food vendors shall comply with the applicable food and sanitary food service requirements listed in OAR 333-039-0035 and shall make themselves available for inspection during the event. Furthermore, only vendors with valid licenses, as provided by the Oregon Health Authority, shall be contracted to prepare and provide food for the event.
- L. **Emergency Medical Facilities:** Applicant shall implement proposed emergency medical services outlined in the November 14, 2014 letter from Cracker Jack First Response Specialists. The applicant shall confirm any additional emergency medical services required or recommended by the local fire and emergency service providers having jurisdiction, and the North Central Public Health District.
- M. **Fire Protection:** The applicant shall secure written statements from the local fire protection agency having jurisdiction that fire protection and fire safety access complies with state and local laws, ordinances and regulations and is satisfactory with respect to anticipated crowds and location.
- N. **Fire Protection:** The applicant shall comply with the recommendations provided by the Oregon Department of Forestry letter (Attachment E of the March 23, 2015 Staff Report).

- O. **Security Personnel:** At least one Department of Public Safety Standards and Training (DPSSST) certified supervisor must be on shift at all times.
- P. **Security and Personnel:** Within event staff, a single point of contact must be clearly identified for security and law enforcement. Contact information for this individual shall be provided to the Wasco County Sherriff Department prior to the event.
- Q. **Security and Personnel:** Applicant shall coordinate radio frequencies to be used during the event with the Wasco County Sherriff Department to prevent disruption of local emergency service provider communications.
- R. **Traffic:** Traffic Control Plan shall be implemented as submitted. If changes are proposed, they must be coordinated and approved by the Wasco County Public Works Department prior to the event.
- S. **Traffic:** Each vehicle parking space shall have a minimum width of 10 feet and a minimum length of 20 feet, and parking shall be clearly marked. Parking shall be arranged to provide clear access to exits at all times.
- T. **Site Visits:** Applicant shall coordinate an inter-agency site visit before the event, and after the event to allow County Planning Department staff and health and safety agencies to confirm compliance with the conditions described above, as well as any resource impacts that may have occurred as a result to the event.

CONCLUSIONS OF LAW

1. This request is for an outdoor mass gathering entitled SOAK 2015, an arts festival and camping event, May 21-25, 2015.
2. With findings of fact in the Summary of Information and Staff Report published on March 23, 2015, the Board's decision is consistent with Oregon Revised Statute 433.735 – 433.770, Oregon Administrative Rule 333 Division 39, and the Wasco County Land Use and Development Ordinance.

NOW, THEREFORE, IT IS HEREBY ORDERED: That the Wasco County Board of Commissioners approves/disapproves the request for an outdoor mass gathering, subject to the conditions listed herein.

SIGNED THIS 1st Day of April, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Steve D. Kramer, County Commissioner

Salary and Benefits Proposal

Purpose: To merge salary and benefit guidelines for Wasco County employees who were formerly represented by AFSCME with the group of employees who are not represented by a union and have been governed by the Personnel Ordinance.

Proposal	Currently budgeted amount	First-year cost of proposal	Cost savings/increase
Vacation – All employees in this group would adopt an Awarded Vacation schedule, where vacation is awarded on Jan 1 st of each year and must be used by March 31 st of the following year. Any unused vacation would be lost, except for vacation that was banked prior to January 1, 2015 for former AFSCME or Jan 1, 1998 for non-reps. At the time of transition, former AFSCME employees will have a one-time option to cash out their vacation bank or keep it to use as time only. For those that keep their bank, any unused vacation that remains when they terminate employment (retire, are laid off, or voluntarily separate) will be paid out at the rate that the employee was earning at the time of transition.	See below*	See below**	See below***
Vacation for new employees – Currently a new employee has to wait until their 1-year anniversary date before they are awarded their first 2 weeks of vacation. The group proposes that new employees be given one week of vacation at 6 months (after they have completed their probationary period), and one week on their 1-year anniversary date. Both weeks would need to be used by March 31 st of the year following their first anniversary date.	N/A	N/A	N/A
Sick Leave – If an employee or a member of their immediate family is sick, the employee may take up to 10 days of sick leave. Any more time off would require a leave of absence. Communication between the employee and his/her direct supervisor during the sick leave is encouraged, to determine if a leave of absence is appropriate.	N/A	N/A	N/A
PERS & Salary – Former AFSCME employees would receive a 6% increase to their current salary, and then move into the new salary matrix at the step above that new salary amount. Those employees would then pay their own 6% PERS contribution. Effective April 1, 2015, former AFSCME employees will be placed at the respective step on the wage scale as identified by the County. There will be no step increases for those employees through March 30, 2016. Effective April 1, 2016, and in all subsequent fiscal years, those employees will be eligible to move to the next step on the employee’s anniversary date if performance meets requirements and as outlined under the Wasco County Compensation Policy. ****	\$74,015	\$57,948	-\$16,067
Compassionate leave – If there is a death in the employee’s immediate family or household, the employee can take up to 3 days of leave with pay. Both groups were previously receiving this benefit, but the group would like to use the wording from the AFSCME contract, which is more specific on which family members would be covered.	N/A	Minimal, not predictable	N/A

Shift Changes—Changes to an employee’s regular work schedule may be made with at least 72 hours advance notice. This has been the standard for both groups, but the group would like to use the language from the AFSCME contract, which states that if 72 hours of notice is not given, the employee would be paid at their overtime rate. *DT conflict-	Each dept. has an overtime budget	Depts. would still stay within their budgets	N/A
Overtime – Overtime would be paid at a rate of 1 ½ for any time worked in excess of the employee’s regular scheduled workday or workweek. Callback – An employee who has completed their regularly scheduled work shift and has left the premises shall be paid a minimum of 2 hours at a rate of 1 ½ for a callback.	Each dept. has an overtime budget	Depts. would still stay within their budgets	N/A
Clothing & Equipment – OR-OSHA required safety equipment shall be furnished by the County. Employees will be reimbursed for the cost of 1 pair of safety boots or work-related outerwear or safety gear, up to \$175 per calendar year (certain positions are eligible for this benefit, as approved by the Admin Officer).	\$4375	\$4375	\$0
Mileage & Expenses – Mileage shall be reimbursed in accordance with County policy. Employees who are required to have a CDL as a condition of employment will be reimbursed for the out-of-pocket cost of the physical exam, up to \$85. (This is already being done for all employees who have a CDL requirement, but it was not officially in the Personnel Ordinance.)	Approx. \$600	Approx. \$600	\$0

Benefits in the following areas were the same for both groups, and no changes are being suggested (except for wording choices in some cases, see extended comparison grid from work session for specifics):

Probationary Period; Paid Holidays; Floating Holiday; Holiday Pay; Holiday Maximum Accrual; Sick Leave Accumulation; Leave Accrual While on Leave of Absence; Family/Parental/Medical Leave; Premium Cost Share for Medical, Dental, Life, & LTD; Military Leave; Leave of Absence; Educational/Other Leave; Benefits Provided While on Worker’s Compensation; Substance Abuse; Hours of Work; Shift Assignments; Compensatory Time; Court Time; Education Incentive; Tuition Reimbursement; and Liability Insurance.

*The current value of the total vacation banks for former AFSCME employees is \$59,641. If it was cashed out today, the cost to the county would be \$74,550. ^{+ per costs -}

**Most of the former AFSCME employees have indicated that they would like to keep their vacation bank. For the four employees that have indicated that they would like to cash out their banks, the cash out cost would be approximately \$17,642.

***The savings to the County that would occur as a result of changing over to Awarded Vacation is not something that is quantifiable. But it is less costly to the taxpayers than the Accrued system. Most former AFSCME employees would be keeping their previously accrued banks, but they would not grow in size or value. As those employees leave or retire, or use their vacation hours, the amount of liability that the County carries in regard to vacation time will steadily diminish.

****Note from County Administrator: If employees later choose to be represented by a labor organization and the labor organization chooses to no longer participate in the County’s compensation program, it shall be the County’s intent to return to the six-step pay scale that was in effect on June 30, 2014, which will be trended based on the percentage differences from the new scale back to the six-step scale that was in effect on June 30, 2014. For example, if an employee receives an 8% salary increase effective July 1, 2014, as a result of the new compensation policy, and a labor organization chooses to opt out of the Wasco County Compensation Policy in 2018, the employee’s 2018 salary will be adjusted downward by 8% from its then-current level when he/she is placed back on the six-step pay scale as a result of discontinuing the compensation policy. Similarly, if an employee receives a 1% salary increase on July 1, 2014, the employee’s 2018 salary will be adjusted downward by 1% as a result of discontinuing the compensation policy.

Based on the request of the last Commission meeting, the following changes are presented:

- The request to have a legal review of the note added by the County Administrative Officer.
 - Adam Collier (Bullard Law) explained that language is from an informational memo he wrote explaining the language WCLEA accepted and the language that was part of the proposal to AFSCME, not to be a part of the non-represented benefits.
 - Recommend – to drop language.
- The request to review the overtime request and its implications, coming to an agreement.
 - **OVERTIME: Consistent with the federal Fair Labor Standards Act (FLSA), hours worked in excess of 40 hours per workweek shall be paid at 1½ times the employee’s normal rate of pay.**
 - **In addition, if a department director requests that an employee stay longer than the regularly scheduled workday shift during a workweek when the employee works less than 40 hours (such as due to a holiday or taking time off for vacation or sick leave), the employee also will be paid at 1½ times the normal rate of pay for those hours worked beyond the employee’s regular shift. This exception must be approved by the department director and only in response to a department emergency.**

Follow up discussion with Adam was the language around “shift changes” and this is his recommendation

Modify the column titled “Shift Changes” to state as follows: “Changes to an employee’s regular work schedule may be made with at least 72 hours’ advance notice

- Recommend – to adopt language and benefit for both
- To confirm the vacation proposal is legal as presented and to discuss a cap on length of time to use old vacation.
 - As to the question of whether you can freeze the vacation accrual at the employees’ current rate of pay, the answer is yes.
 - While capping the length of time is most desirable on the accounting end, if this is received significantly negative by the employees then dropping the cap request is recommended.
 - If you give the former AFSCME employees the option to either cash out their accrued vacation now or carry it over, technically this will cause the value of the accrual to be treated as taxable income to the employees, even if they choose to carry it over. Under the doctrine of constructive receipt, if employees are given the choice between carrying over unused vacation and cashing it out, the IRS will generally treat the accrued vacation amounts as taxable because the employees have the option to receive the money now.
 - Recommend – to adopt vacation proposal with the exception of not offering the option to keep or cash out accrued vacation banks.
 -



Wasco County Planning Department
 "Service, Sustainability & Solutions"
 2705 East Second St. • The Dalles, OR 97058
 (541) 506-2560 • wcplanning@co.wasco.or.us
 www.co.wasco.or.us/planning

LAND USE APPLICATION

FILE NUMBER: _____

FEE: _____

Date Received: _____ Planner Initials: _____ Date Complete: _____ Planner Initials: _____

APPLICANT INFORMATION

Name: Columbia Gorge Discovery Center
 Address: 5000 Discovery Dr.
 City/State/Zip: The Dalles, OR 97058
 Phone: 541-296-8600
 Email: _____

OWNER INFORMATION

Name: Wasco County
 Address: 511 E. Washington
 City/State/Zip: The Dalles, OR 97058
 Phone: 541-506-2520
 Email: _____

PROPERTY INFORMATION

Township/Range/Section/Tax Lot(s)	Acct #	Acres	Zoning
<u>2N 13E 16C / 200</u>	<u>15652</u>	<u>Less than .5</u>	<u>GMA PR</u>

Property address (or location): 5000 Discovery Drive, The Dalles, OR 97058
 Water source: City Sewage disposal method: City
 Name of road providing access: Discovery Drive
 Current use of property: Interpretive Center Use of surrounding properties: Open space
 Do you own neighboring property? NO YES (description) _____

DETAILED PROJECT DESCRIPTION (proposed use, structures, dimensions, etc.): A 12'x24' day use raptor exhibit on the north side of the building next to where the raptors are housed at night. Using same materials as on existing building, all with earth tone colors. No lighting or plumbing, no excavation necessary as ground is already flat, only the removal of one shrub. Several shrubs and trees already established in compliance with previous screening requirements.

Additional description/maps/pictures attached

LEGAL PARCEL STATUS

Partition, Subdivision, OR

Most Recent Pre-9/4/1974 Deed #: 95-0006 Parcels B+C Date Filed: _____

Current Deed #: _____ Date Filed: _____

The deed and a map showing the property described in the deed(s) must accompany this application.

SIGNATURES

Applicant(s): Carolyn Russell Date: 3/26/2015

_____ Date: _____

Property Owner(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

PLEASE NOTE: Before this application will be processed, you must supply all requested information and forms, and address all listed or referenced criteria. Pursuant to ORS 215.428, this office will review the application for completeness and notify Applicant of any deficiencies within 30 days of submission. By signing this form, the property owner or property owner's agent is granting permission for Planning Staff to conduct site inspections on the property.

ALL LAND USE APPLICATIONS MUST INCLUDE:

- Application Fee – Cash or Check (credit cards now accepted with additional fee)
- Site Plan
- Elevation Drawing
- Fire Safety Self-Certification
- Other applicable information/application(s):

APPLICATIONS FOR PROPERTIES IN THE NATIONAL SCENIC AREA MUST ALSO INCLUDE:

- Scenic Area Application/Expedited Review
- Color and Material Samples
- Landscaping Plan
- Grading Plan
- Other applicable information/application(s):

SHADED AREA TO BE COMPLETED BY PLANNING DEPARTMENT

Legal Parcel NO YES
Deed/Land Use Action: _____

Previous Map and Tax Lot: _____

Past Land Use Actions: If yes, list file #(s) _____ NO YES

Subject to previous conditions? NO YES

Assessor Property Class: _____

Zoning: _____

Environmental Protection Districts – List applicable EPDs:

EPD # _____

EPD # _____

EPD # _____

EPD # _____

Water Resources

Are there bodies of water on property or adjacent properties? NO YES

Describe: _____

Fish bearing (100/50 ft buffer) Non fish bearing (50 ft buffer) Not identified (25 ft buffer)

Irrigation ditch (50 ft buffer)

Access:

County or ODOT approach permit on file? NO YES, # _____

Address:

Address exists and has been verified to be correct? NO YES

Address needs to be assigned after approval? NO YES

Fire District: _____

Fees (List Review Type and Cost): _____

NATIONAL SCENIC AREA APPLICATION

Please describe your proposed development in the National Scenic Area below. Attach additional narrative if necessary.

	LENGTH	WIDTH	HEIGHT	SQ. FT.	MATERIAL, COLOR, NAME & VENDOR (Samples Must Be Submitted)
EXISTING Development					
Dwelling					Brown metal roof Brown Board + Bat siding Earth tone stone face
Garage					
Other (shed, road etc...)					
Discovery Center	200'	200'	20'	40,000	
PROPOSED Improvements					
Dwelling	24'	12'	12'	288	Brown board + bat, stone Brown wood Brown metal same as D.C. Brown board + bat Brown wood, plexiglass
Main/Body					
Trim					
Roof(Fire Resistant)					
Doors					
Windows (frame, sill & sash)					
Window Reflectivity Specs					
Other Building(s)					
Main/Body					
Trim					
Roof(Fire Resistant)					
Doors					
Windows (frame, sill & sash)					
Window Reflectivity Specs					
Decks					
Fences/Gates					
Driveway					
Exterior Lighting & Hooding					

ADDITIONAL INFORMATION

Your proposed development will be reviewed according to the following criteria. It is important that your proposed design takes them into consideration. Please consult *Building in the Scenic Area - Scenic Resources Implementation Handbook* for additional guidance regarding the siting and design of your proposed development.

KEY VIEWING AREAS

Check which Key Viewing Areas can be seen from the development site:

- Interstate 84, including rest stops
- Washington State Route 14
- Historic Columbia River Highway
- Columbia River
- Rowena Plateau and Tom McCall Point
- Washington State Route 142 (Lyle and Klickitat River road)
- Old Washington State Route 14 (County Road 1230)

Is property within ¼ mile of Interstate 84 or Historic Columbia River Highway (30)?

NO YES

If YES, indicate setbacks to the paved edge of the Scenic Travel Corridors _____

Is any structure on property 50 years old or older?

NO

YES, year built: _____

Is proposed development site adjacent to agricultural uses?

NO

YES, type (grazing, orchards, grain, other): _____

Please describe the operational characteristics of non-residential uses/structures, including hours of operation, number of average daily trips, number of commercial events per year, etc. (attach additional pages if necessary):

MAINTAIN TOPOGRAPHY

- The proposed development has been designed to retain the existing topography and to minimize grading activities to the maximum extent practicable.

COMPATIBILITY

- The proposed development is compatible with the general scale (height, dimensions and overall mass) of existing nearby development.

SKYLINE

- The proposed development does not break the skyline as seen from any Key Viewing Areas.

VISUAL SUBORDINANCE

- The proposed development is sited to achieve visual subordination from Key Viewing Areas by utilizing existing topography and existing vegetation. Please explain (attach additional pages if necessary):

Trees & shrubs already established around Discovery Center.

APPLICATION REQUIREMENTS

In addition to the items listed on the Land Use Application and Site Plan forms, the following information must be included with all applications for development in the National Scenic Area.

MATERIAL SAMPLES

All samples of exterior colors and materials have been included with the application.

- If **visible** from Key Viewing Areas: Dark earth-tone colors found at the specific site or in the surrounding landscape and either non-reflective or minimally reflective (non-metal with low-reflectivity glass); OR
- If **not visible** from Key Viewing Areas: Earth-tone colors found at the specific site.

GRADING PLAN

All applications for structural development, except for trails in the SMA, involving more than 100 cubic yards of grading and with slopes greater than 10 percent shall include a grading plan. All proposed structural development involving more than 200 cubic yards of grading on sites visible from Key Viewing Areas shall include a grading plan.

A grading plan is required *no grading being done* NO YES

If yes, a grading plan meeting the requirements below is included with the application:

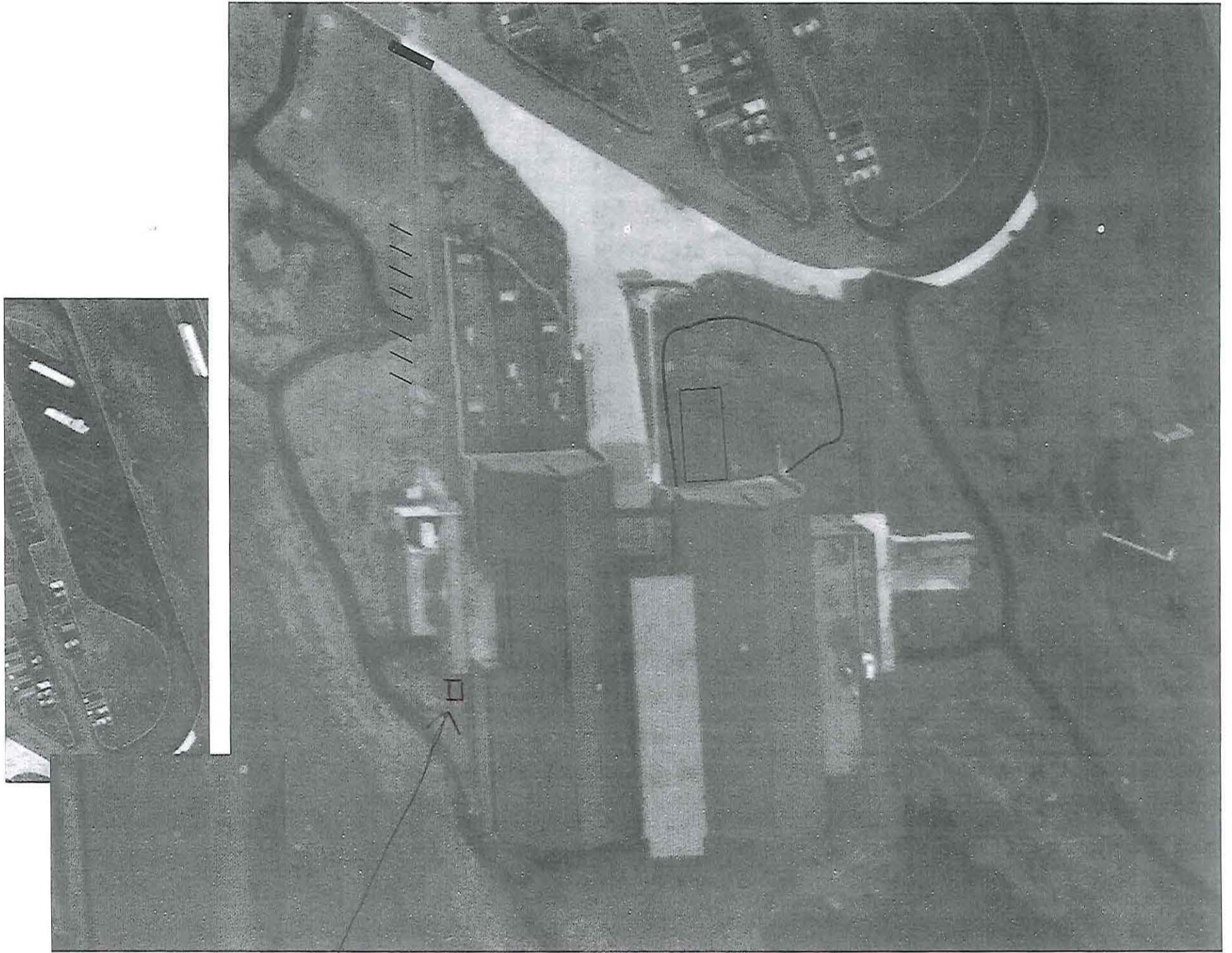
- A map of the site, prepared at a scale of 1 inch equals 200 feet (1:2,400) or a scale providing greater detail, with contour intervals of at least 5 feet, including:
- (1) Natural and finished grades.
 - (2) Location of all areas to be graded, with cut banks and fill slopes delineated.
 - (3) Estimated dimensions of graded areas.
- A narrative description (may be submitted on the grading plan site map and accompanying drawings) of the proposed grading activity, including:
- (1) Its purpose.
 - (2) An estimate of the total volume of material to be moved.
 - (3) The height of all cut banks and fill slopes.
 - (4) Provisions to be used for compactions, drainage, and stabilization of graded areas. (Preparation of this information by a licensed engineer or engineering geologist is recommended.)
 - (5) A description of all plant materials used to revegetate exposed slopes and banks, including the species, number, size, and location of plants, and a description of irrigation provisions or other measures necessary to ensure the survival of plantings.
 - (6) A description of any other interim or permanent erosion control measures to be used.

COMPLETENESS

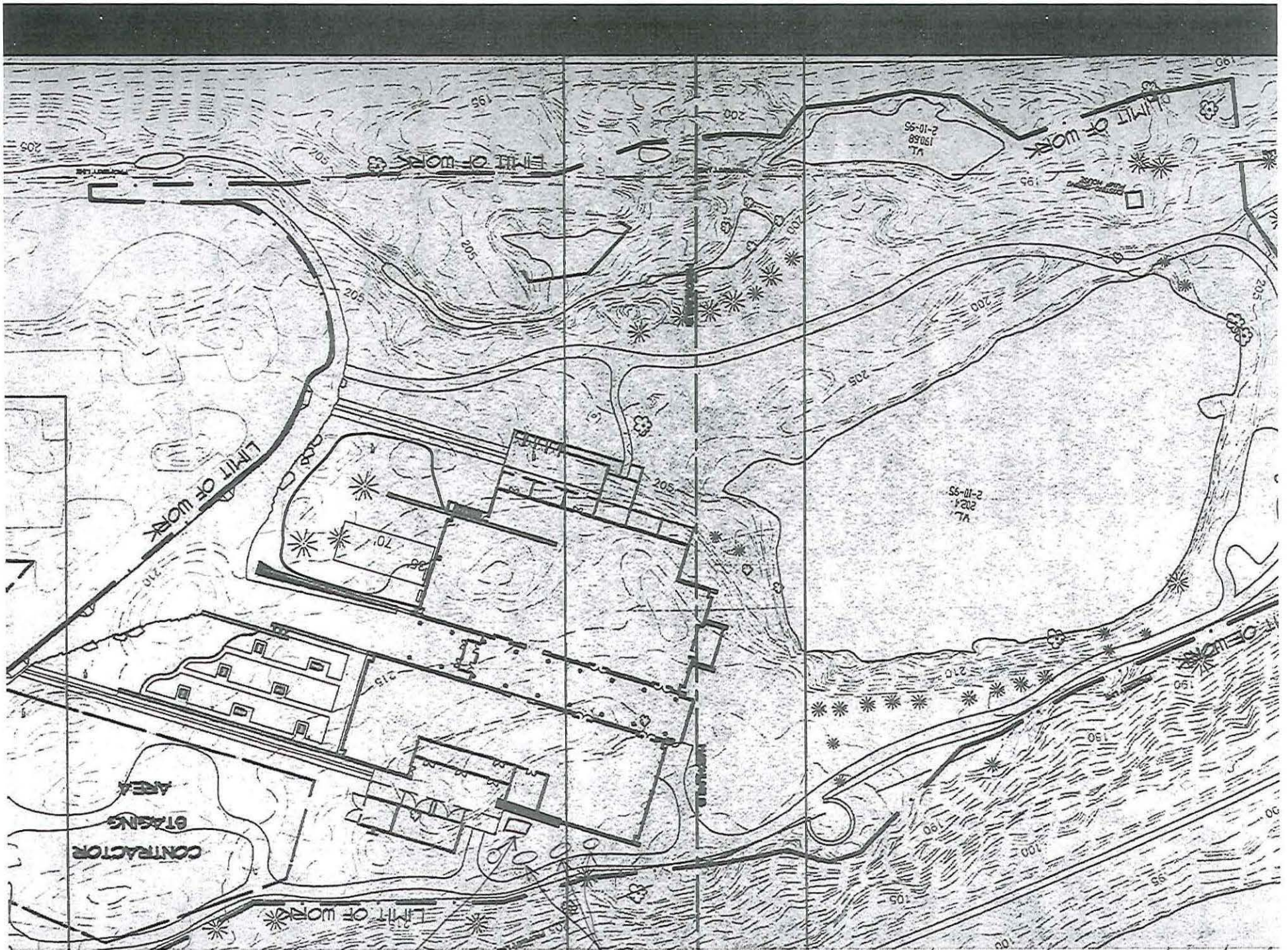
I have read and understand the following:

If an application is deemed incomplete within 30 days of receipt, a letter shall be sent to the Applicant notifying him of exactly what information is missing. Applicant shall have 30 days from the date the incomplete letter is sent to submit the missing information. If the missing information is not submitted within this time frame, the application shall be deemed complete for the purposes of the review on 31st day after receipt of the application.

Due to the missing information, Wasco County will be unable to adequately review the proposal to determine if it is consistent with all applicable criteria, and landowners within the required notification area, affected agencies and other interested parties will be unable to appropriately comment on the proposal. **As a result, the proposal will be denied.** Pursuant to Wasco County National Scenic Area Land Use & Development Ordinance 2.120(D), Applicant will not be able to submit a similar application for a minimum of one year unless the denial is reversed by a higher authority.

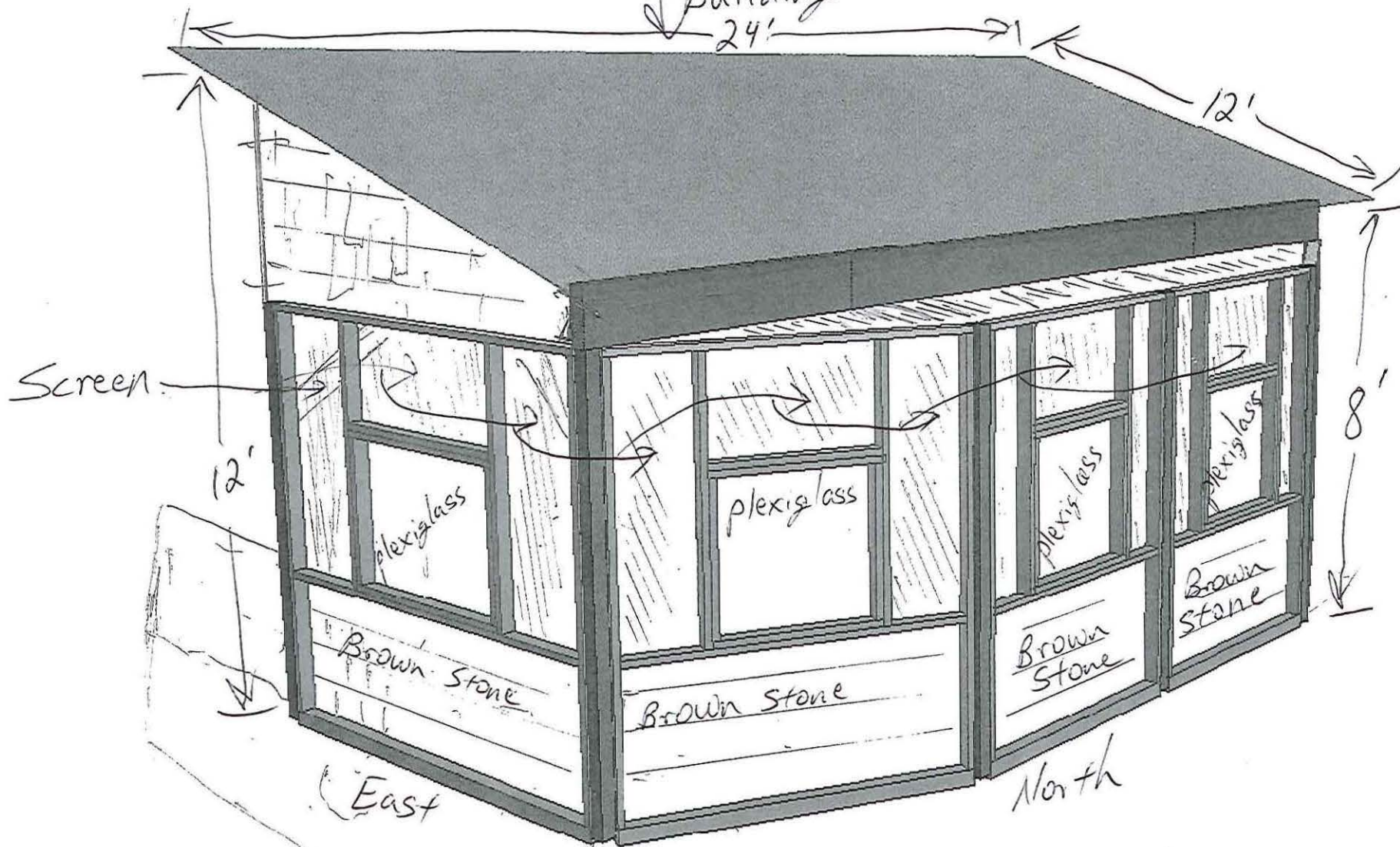


Raptor Exhibit



12 x 24 Rapture Exhibit 4 to 6 foot tall brush already established

Brown metal roof to match existing
↓ Building



South face to be screen and west face to be same as east

FRONT / REAR VIEW

SIDE VIEW



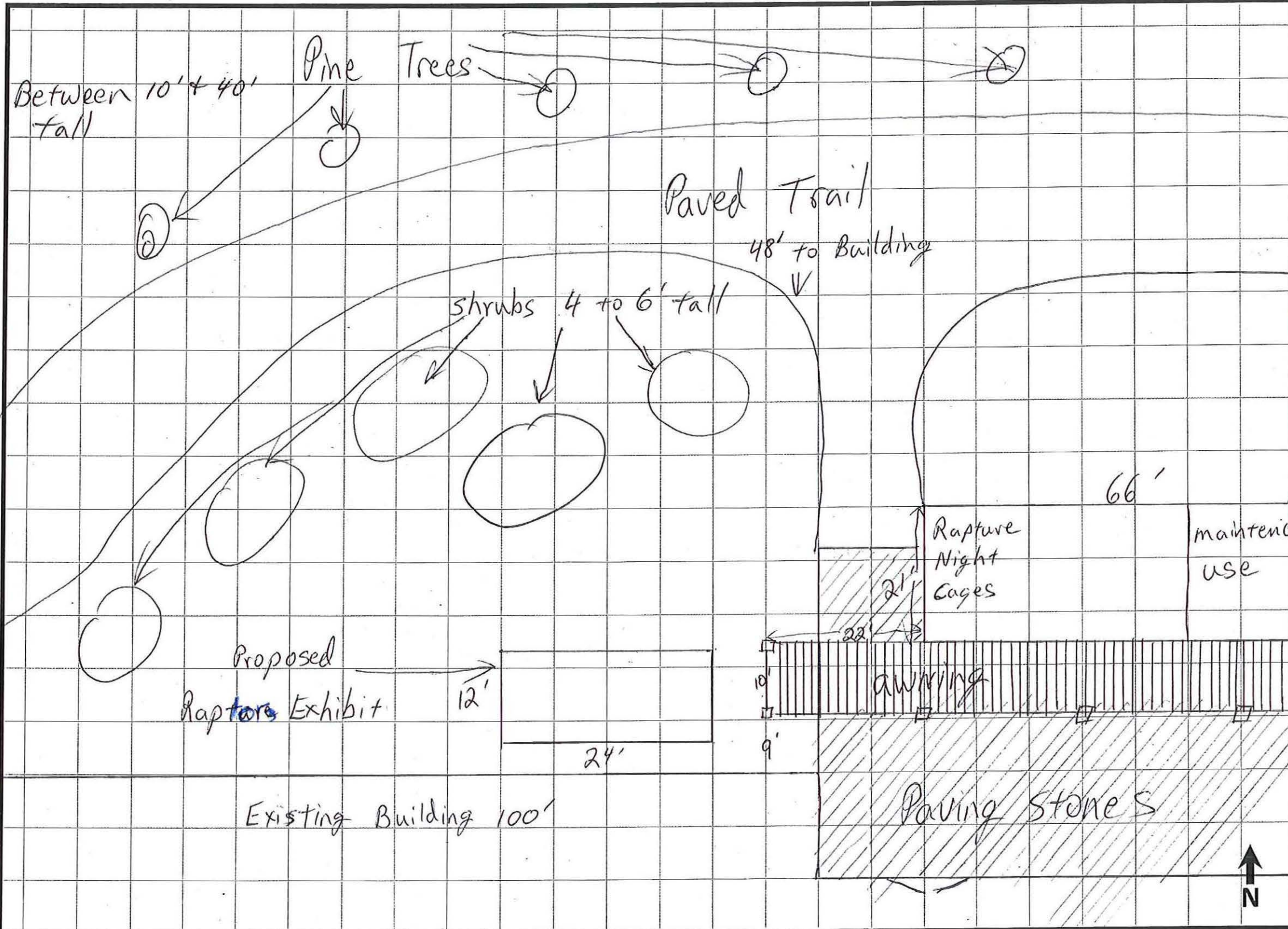
Elevation Drawing

Show the appearance of the proposed structure from the front, rear, and side view.

Include natural grade, finished grade, and the height and width of structures as seen from the horizontal view.

Elevation drawings shall be drawn to scale.

- Each grid equals 5' x 5' at a scale of 1"=10'
- Each grid equals 2.5' x 2.5' at a scale of 1"=5'



SITE PLAN CHECKLIST

SITE PLANS MUST SHOW THE FOLLOWING:

- Property boundary & development area dimensions
- Setback distances from proposed structures to all:
 - Property lines
 - Roadways
 - Waterways
- Existing structures (location & size)
- Proposed structures (location & size)
- Septic tanks and drain fields
- Existing & proposed services including wells, electricity, etc.
- Driveway & access to public/private roads
- Significant land forms & slopes

Fire Safety Information

- Indicate driveway width, length, and grade. Long drives should provided turnouts every 400'.
- Location of a standpipe (water spigot) at least 50' from each building that includes plumbing.
- Indicate 50' fire break surrounding new buildings.

NATIONAL SCENIC AREA APPLICATIONS MUST ALSO SHOW THE FOLLOWING:

- Location & depth of proposed grading, filling, ditching and excavating
- Outside lighting fixtures
- All proposed signs
- Location & height of outdoor storage & screening devices

Landscaping Plan

- Location, height and species of existing & proposed individual trees & vegetation. Indicate if any are proposed to be removed.
- Location of irrigation systems



SITE PLAN MAP Detailed

Map, Tax Lot #: _____

Applicant: _____

File #: _____

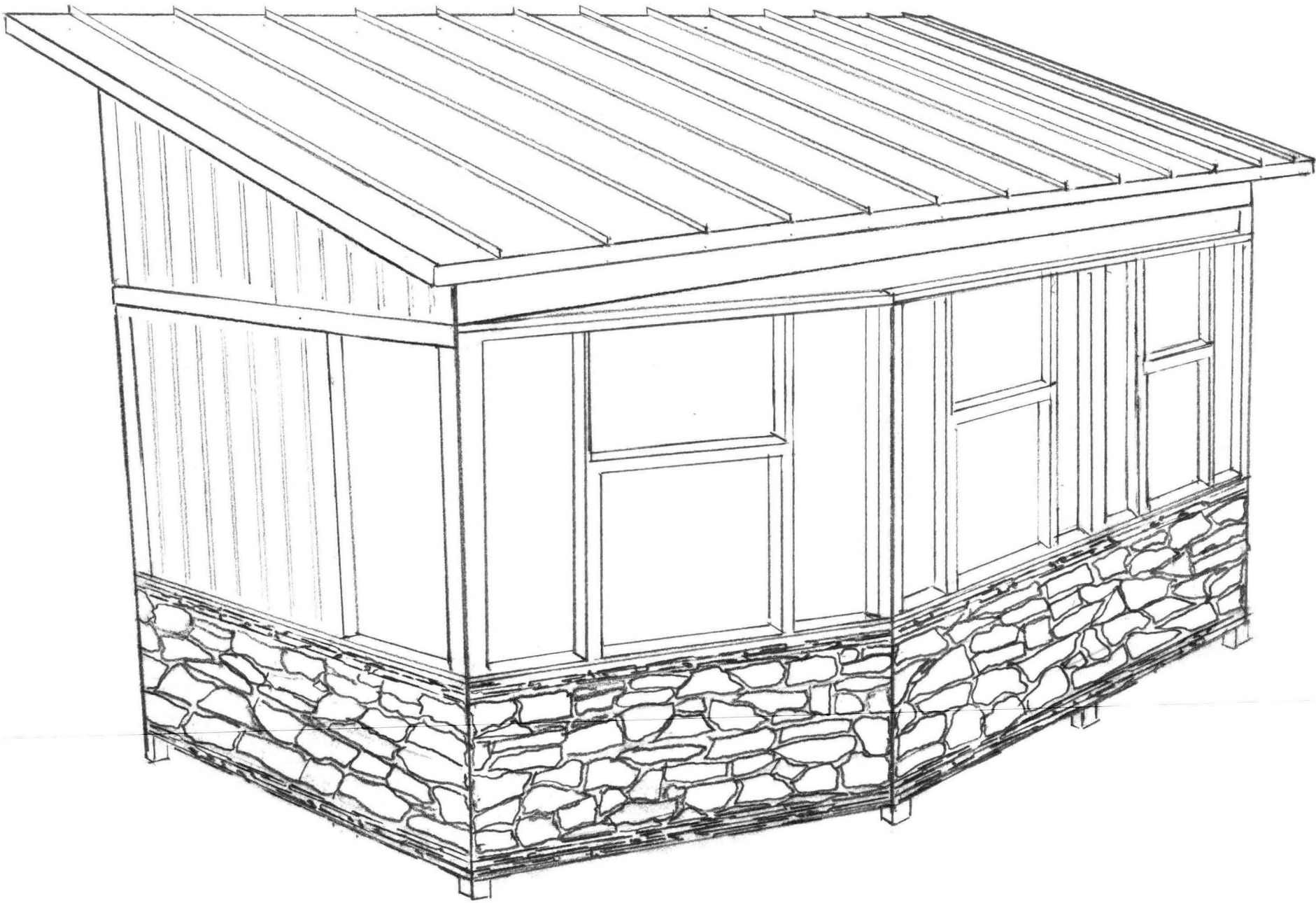
SCALE: (select one)

1:50

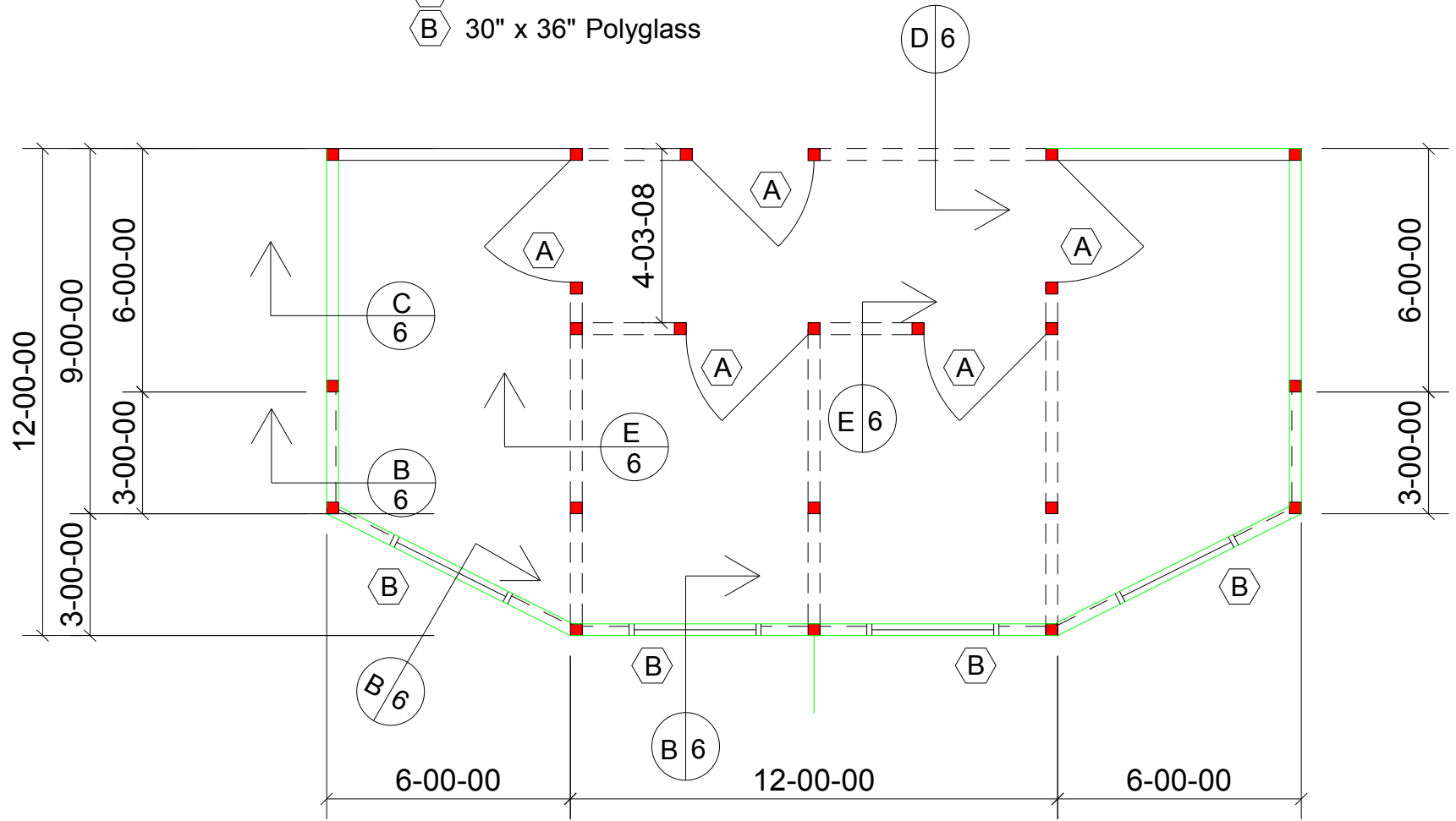
1:100

1:200

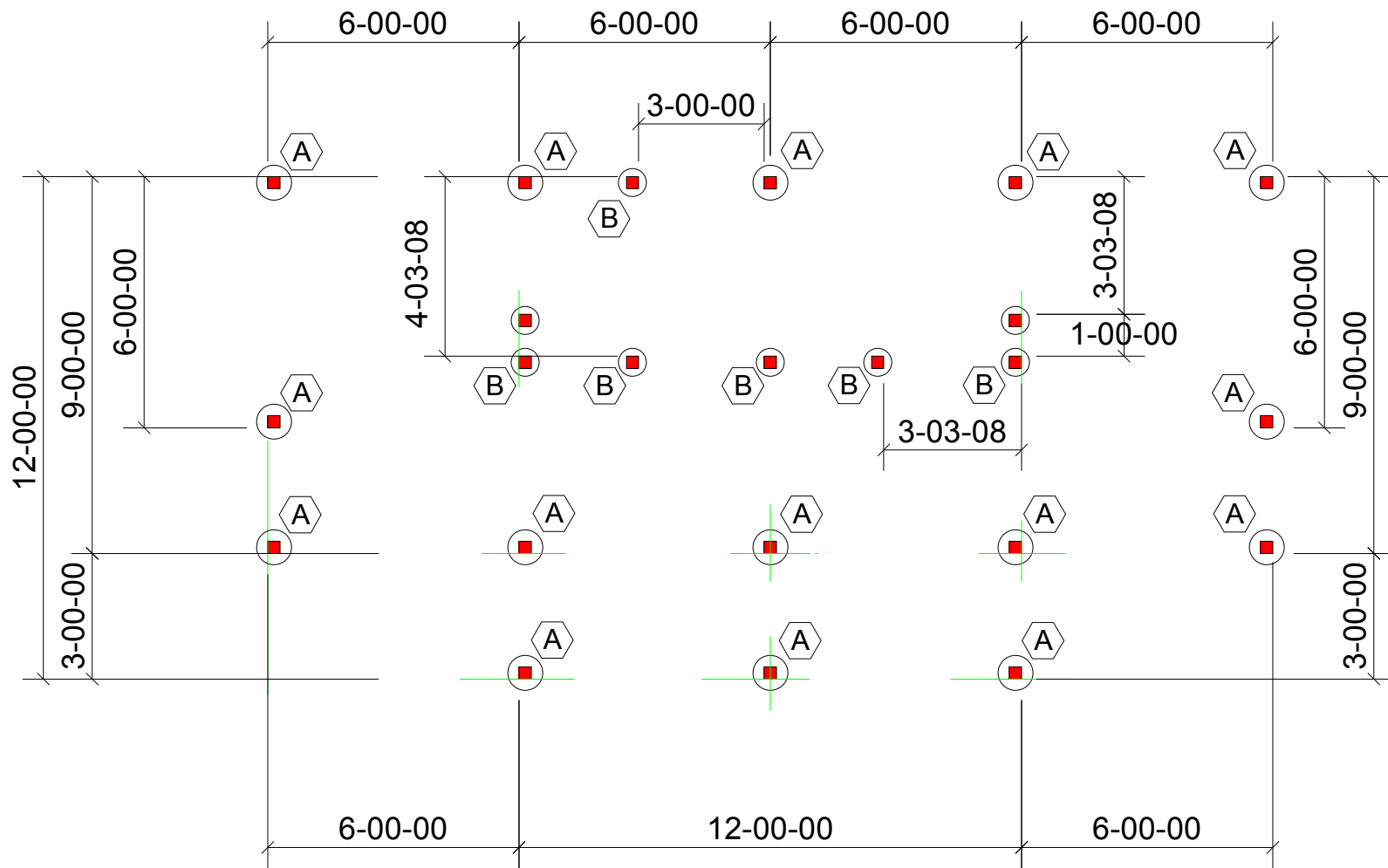
DISCLAIMER: The Planning Department may require additional site plan elements depending on development specifics.



- A 36" x 80" Gate
- B 30" x 36" Polyglass



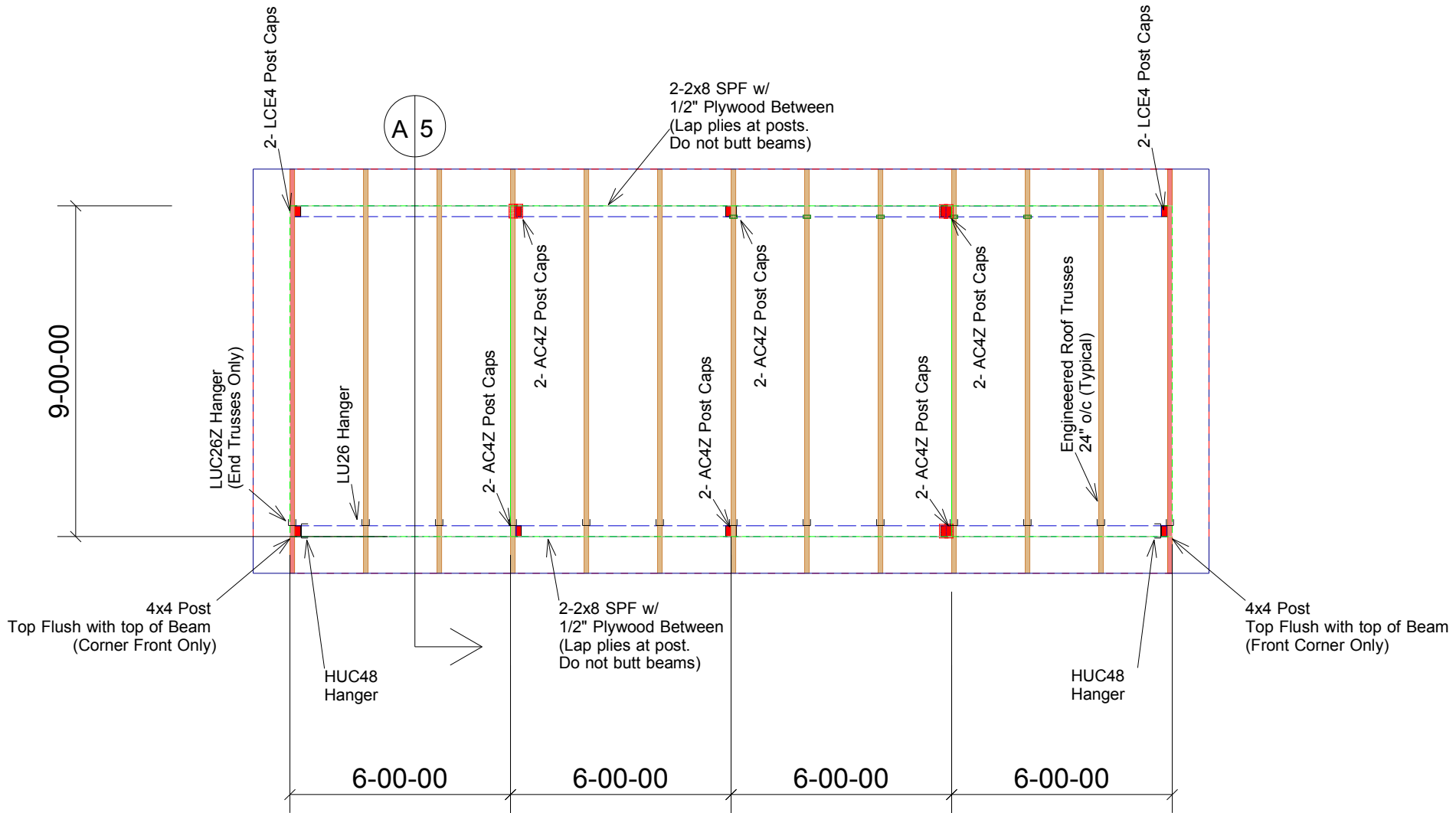
Floor Plan



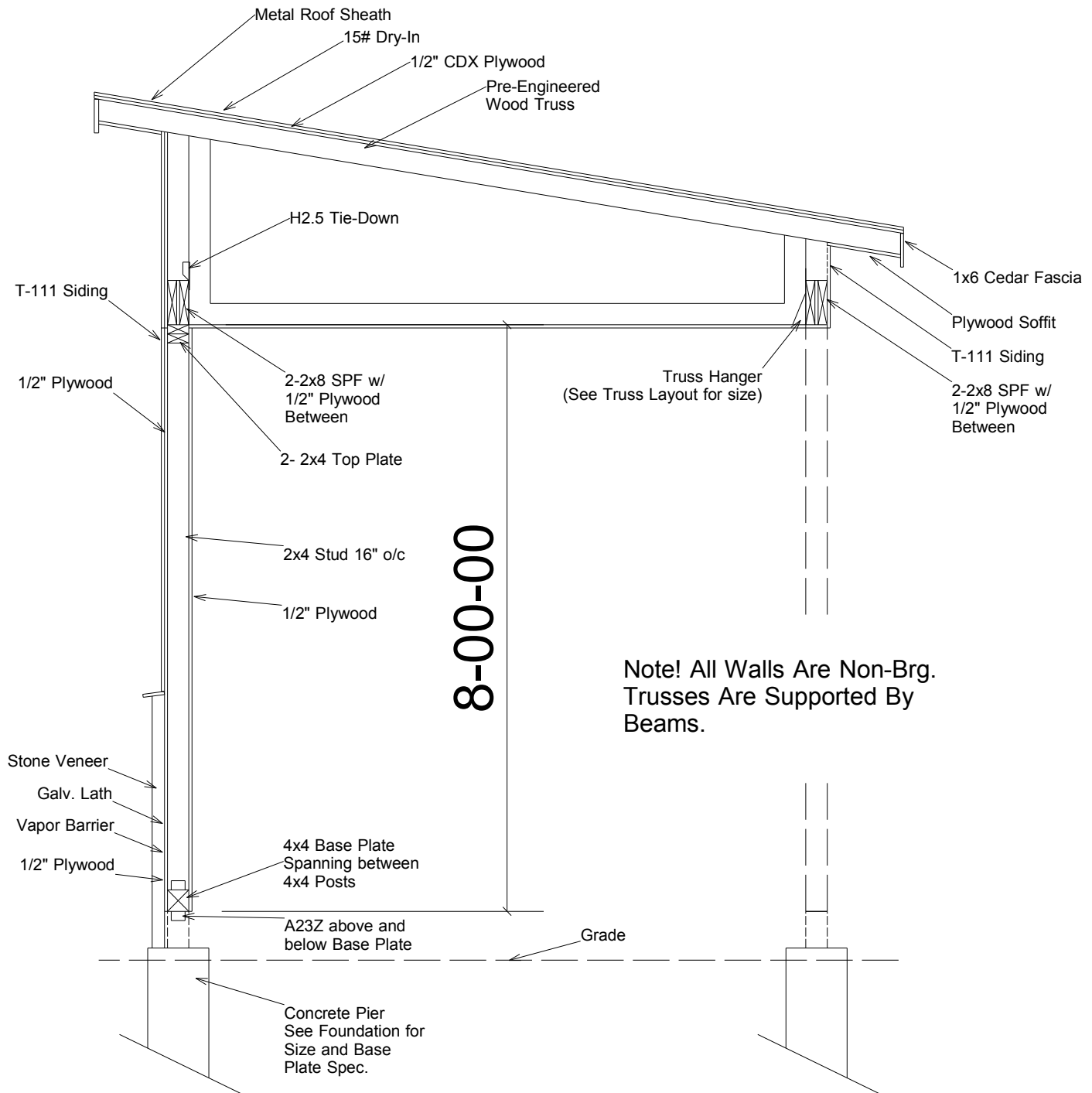
A 10" x 36" Concrete Pier
w/ 2 vertical #5 rebar and
PBS44A 4x4 base Plate

B 8" x 24" Concrete Pier
w/ 2 vertical #5 rebar and
PB44 4x4 Base Plate

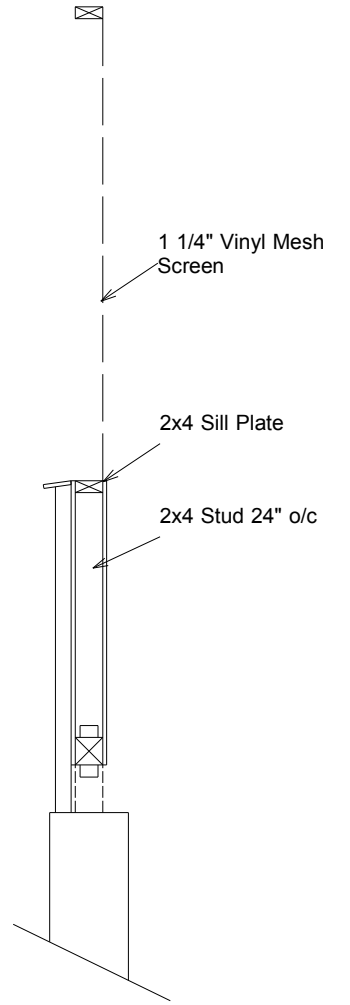
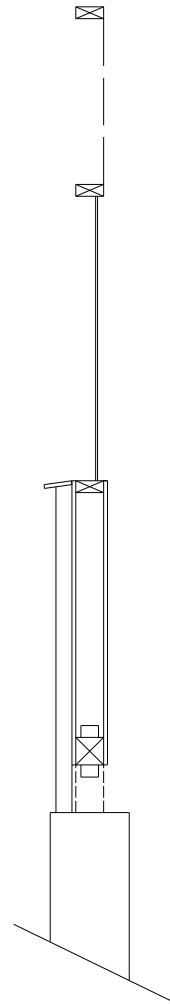
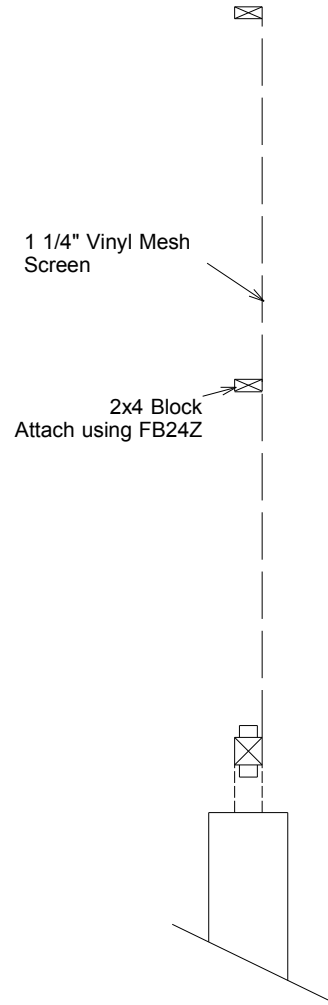
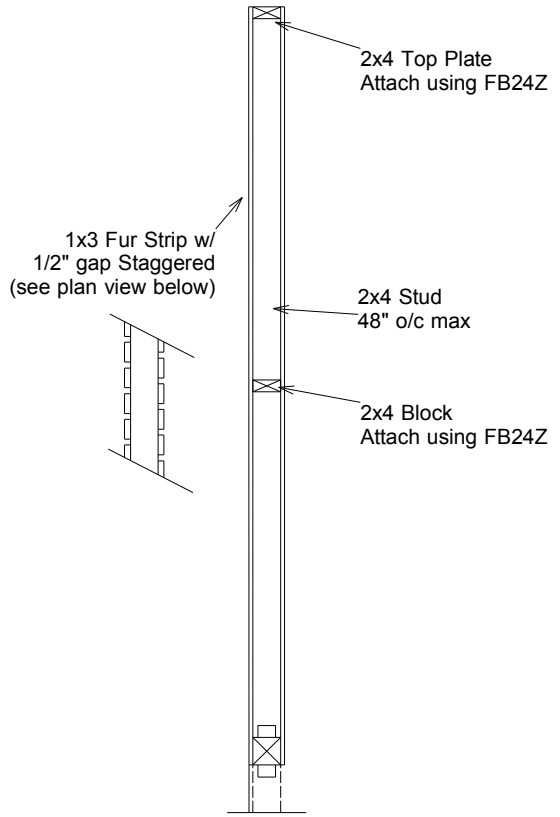
Foundation Plan



Roof Plan



Section A



SECTION E

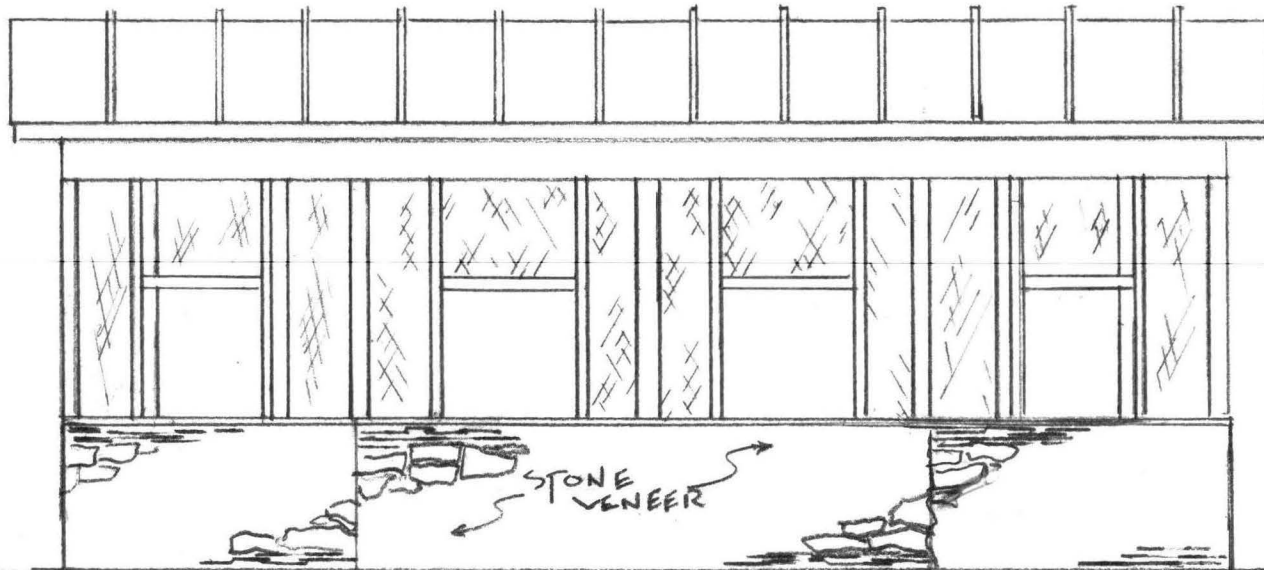
D

C

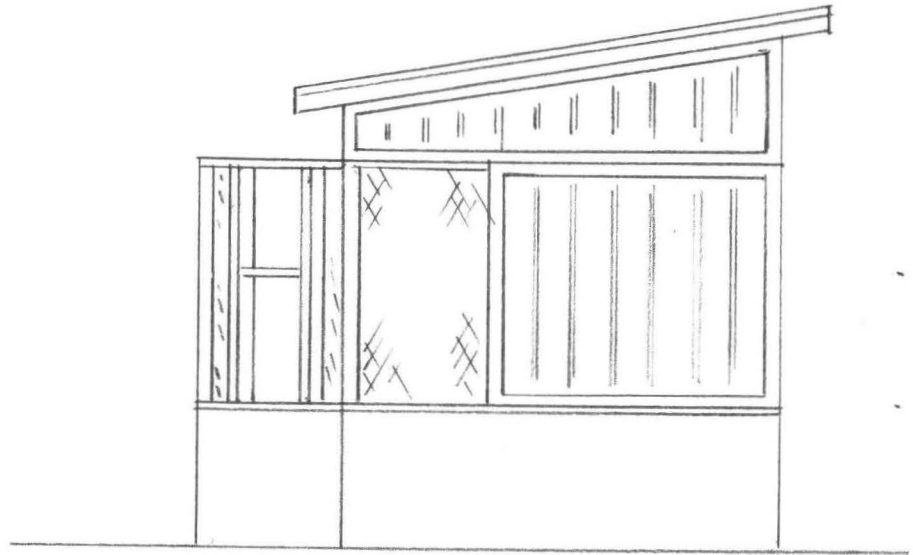
B



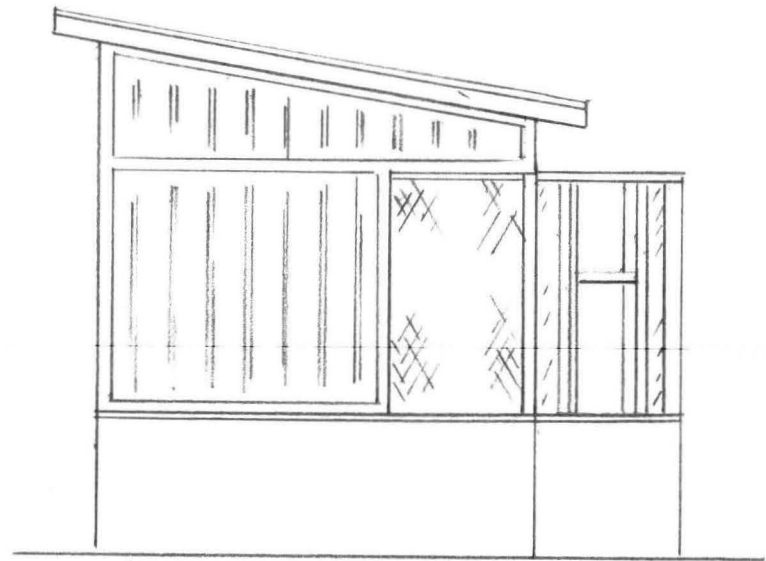
REAR



FRONT ELEVATION



RIGHT



LEFT

